SW AP312
Voucher Processing

Instructor Led Training

Rev 2/5/2019

Welcome to Cardinal Training

This training provides participants with the skills and information necessary to use Cardinal and is not intended to replace existing Commonwealth and/or agency policies.

This course, and the supplemental resources listed below, are located on the Cardinal website (www.cardinalproject.virginia.gov) under Training.

Cardinal Reports Catalogs are located on the Cardinal website under Resources:

- Instructor led and web based training course materials
- Job aids on topics across all functional areas
- Variety of simulations
- Glossary of frequently used terms

The Cardinal screenshots included in this training course show system pages and processes that some users may not have access to due to security roles and/or how specific responsibilities relate to the overall transaction or process being discussed.

For a list of available roles and descriptions, see the Statewide Cardinal Security Handbook on the Cardinal website in the Security section under Resources.

Course Objectives

After completing this course, you will be able to:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Review the steps in regular voucher processing
- Review the process for interfaced vouchers
- Discuss the process for Agency to Agency Transactions (ATAs)

Course Objectives (continued)

- Discuss the process for payment offsets
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Discuss the process for entering adjustment vouchers
- Describe the purpose of template vouchers
- Review deleting, unposting, and closing vouchers

Agenda

1. Understanding Voucher Processing
2. Creating a Voucher
3. Managing and Processing Vouchers

Lesson 1: Introduction

1 Understanding Voucher Processing

This lesson covers the following topics:

- Accounts Payable Overview
- Key Concepts
- Voucher Processing

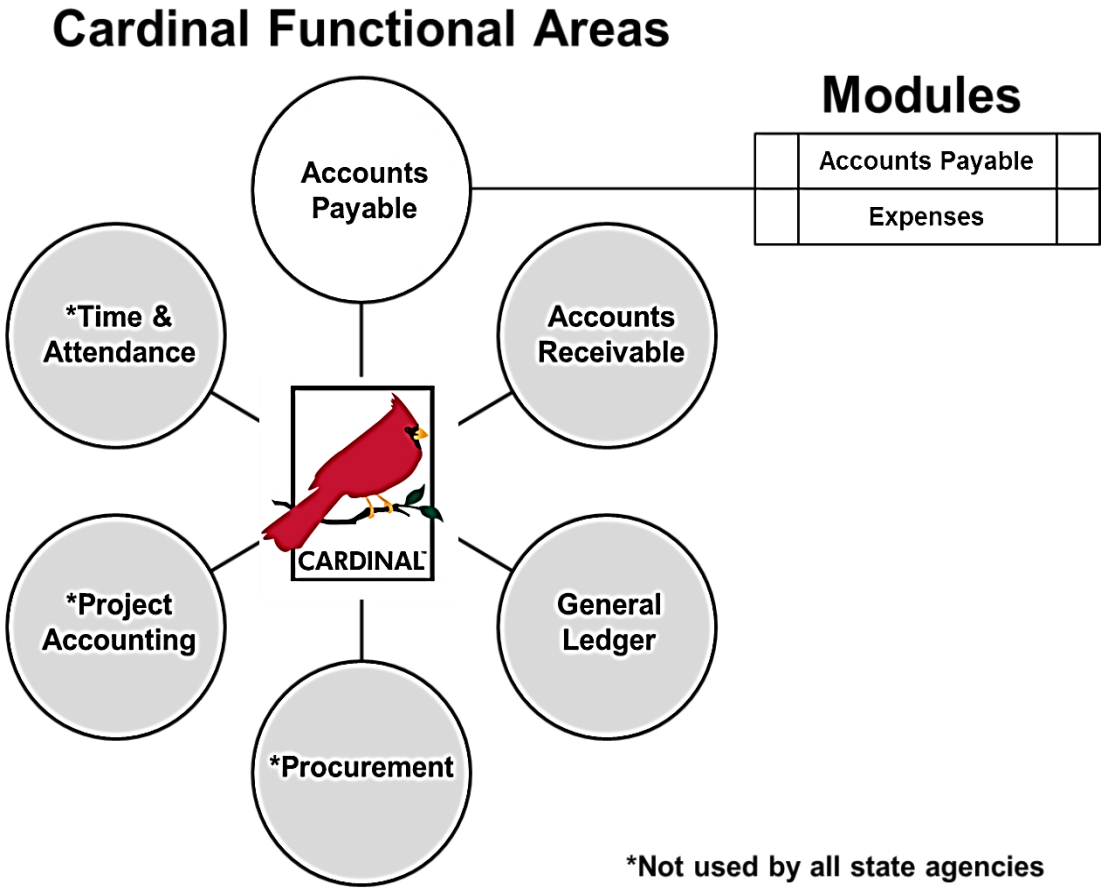
Accounts Payable Overview

The Accounts Payable functional area of Cardinal is composed of two modules:

Accounts Payable
The Accounts Payable (AP) module processes payments to suppliers for goods and/or services received.

Expenses
Payments to employees for non-salary related items (i.e. travel and business expense reimbursements) are made through the Expenses module.

This course covers voucher processing in the Accounts Payable module.



Key Concepts

Some key concepts in voucher processing include:

- Cardinal operates on a modified accrual basis. Cash balances are not immediately affected when you enter a voucher. Instead, Cardinal generates an offsetting entry to a liability account (debit to expense and credit to liability). Later, when the voucher is paid and payment post runs, Cardinal reduces the liability and cash accounts for the amount paid (debit to liability and credit to cash).
- Budget check (Commitment Control) impacts the appropriation and allotment balances, not cash.
- **Centralized Supplier Database**: In Cardinal, all users share the same supplier database. Some Cardinal suppliers may have multiple remit to addresses. Therefore it is important to select the appropriate remit to address for the voucher.
- The Centralized Supplier Database is managed by the Commonwealth Vendor Group (CVG). CVG processes all updates to non eVA suppliers (fiscal) records in Cardinal. Agencies cannot add or make changes to the supplier record in Cardinal. Agencies that need to add or make changes to a fiscal supplier must submit a Vendor Maintenance Request Form to the CVG for non eVA suppliers.
- eVA is the source for procurement supplier information and updates to these suppliers must be performed in eVA.

Key Concepts (continued)

- **One-Time Supplier**s - All payment and refund transactions must be made to suppliers that exist in Cardinal. There may be occasions when a one time payment is needed or refund transaction to a supplier that does not exist in the Cardinal Supplier table. To set up a supplier for a one time transaction, a request form must be submitted to CVG to have the supplier set up in Cardinal as a one time supplier (unless the supplier is a procurement supplier, in which case the supplier record should be established in eVA).

  In Cardinal, One-Time suppliers are identified with a Persistence of One Time. When this persistence type is selected, the supplier status automatically changes to Inactive after the associated voucher is entered and saved in Cardinal. If a subsequent voucher needs to be created for the same supplier, the supplier status can be updated to Active by the CVG and another payment processed. CVG monitors the use of all one-time suppliers to determine if they need to be set up as regular suppliers based on their use.

- **Interfacing Agencies One-Time Suppliers** - Interfacing agencies can submit vouchers for refunds only without having CVG set up the supplier as one time (via the Cardinal Voucher Upload interface). These vouchers are identified as one time in the interface and must contain the supplier's IRS Tax ID number. These suppliers are not marked as 1099 Reportable. If the interfacing agency does not have the IRS Tax ID number, they must contact the CVG to have the supplier set up and submit the voucher as a regular voucher.

Key Concepts (continued)

- Each voucher contains only one invoice. Related documents, such as the supplier's invoice, receipt information, etc., can be scanned and attached to the voucher record for viewing online. The agency may elect to allow those attachments to be used as substantiation of requests submitted for approval.
- However, electronically attached documents do not alter any original document retention requirements, per Federal (Government Accountability Office, Yellow Book, etc.), State (Auditor of Public Accounts, Department of Accounts, etc.) or local regulatory requirements that may apply. For a detailed listing of the file extensions that are allowed as attachments in Cardinal, see the appendix section of this course.
- Agency to Agency transactions (ATAs), formerly Inter-Agency Transfers (IAT's), include payments by one agency to another for goods or services, pass through federal funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc.
    - ATAs used to pay for goods or services are entered into Cardinal and processed as regular vouchers.
    - For more detailed information about ATAs, see the job aid entitled **SW Agency to Agency (ATA) Transactions Information Sheet** located on the Cardinal website in **Job Aids** under **Training**.
    - ATAs that are for federal pass through funds, cash transfers (state grants), transfer of cash collected on behalf of another agency, etc. are handled through a journal entry.
    - For more detailed information about processing ATAs as journals, see the course entitled **SW GL332 General Ledger Journals** for more information.

Key Concepts (continued)

- **Payment Offsets** - The reduction of a supplier payment to satisfy a delinquent debt. In Cardinal there are two types of payment offsets:
  - **LEVY**
    - Payment offsets for items such as liens, levies, garnishments, etc. are processed manually by the agency within Accounts Payable. In Cardinal the term LEVY is used for all types.
    - When a supplier is subject to this type of a payment offset, a **LEVY** location is created in the supplier record by the CVG. The **LEVY** location is set as the default and populates onto any vouchers that are created for the supplier. The voucher payment data can then be manually updated so that the appropriate amount is deducted from the supplier payment and paid to the appropriate third party.
  - **Comptroller's Debt Setoff (CDS):**
    - Commonwealth debt collect program which intercepts supplier payments to offset debts owed by suppliers to another State agency.
    - CDS is managed by the Department of Taxation. This process is automated. The CDS interface updates Cardinal voucher records, so Voucher Processors can view CDS information and respond to supplier inquiries.

Key Concepts (continued)

- The Payment Cash Checking application ensures all payments, including vouchers and expenses, are checked against available cash before being released for payment.
- For more detailed information about payment cash checking, see the following job aids located on the Cardinal website in **Job Aids** under **Training**:
  - **SW AP312 Payment Cash Checking - Overview**
  - **SW AP312 Payment Cash Checking - Reports**
  - **SW AP312 Payment Cash Checking - Fund Level Processing Rules Update**
  - **SW AP312 Payment Cash Checking - Updating Transaction Level Overrides**

Key Concepts (continued)

Cardinal Procurement Users Only

Purchase Order Vouchers

- If an agency has implemented Cardinal's Procurement functional area, users have the option of copying Purchase Order (PO) information (which has already been entered in Cardinal) into the voucher. Cardinal can then match the voucher information to the related PO, and to receipt information about the goods and/or services purchased.
- Purchase Order vouchers are associated to contracts through the PO. PO vouchers are created from a receipt or a PO. Vouchers are not created directly from contracts.

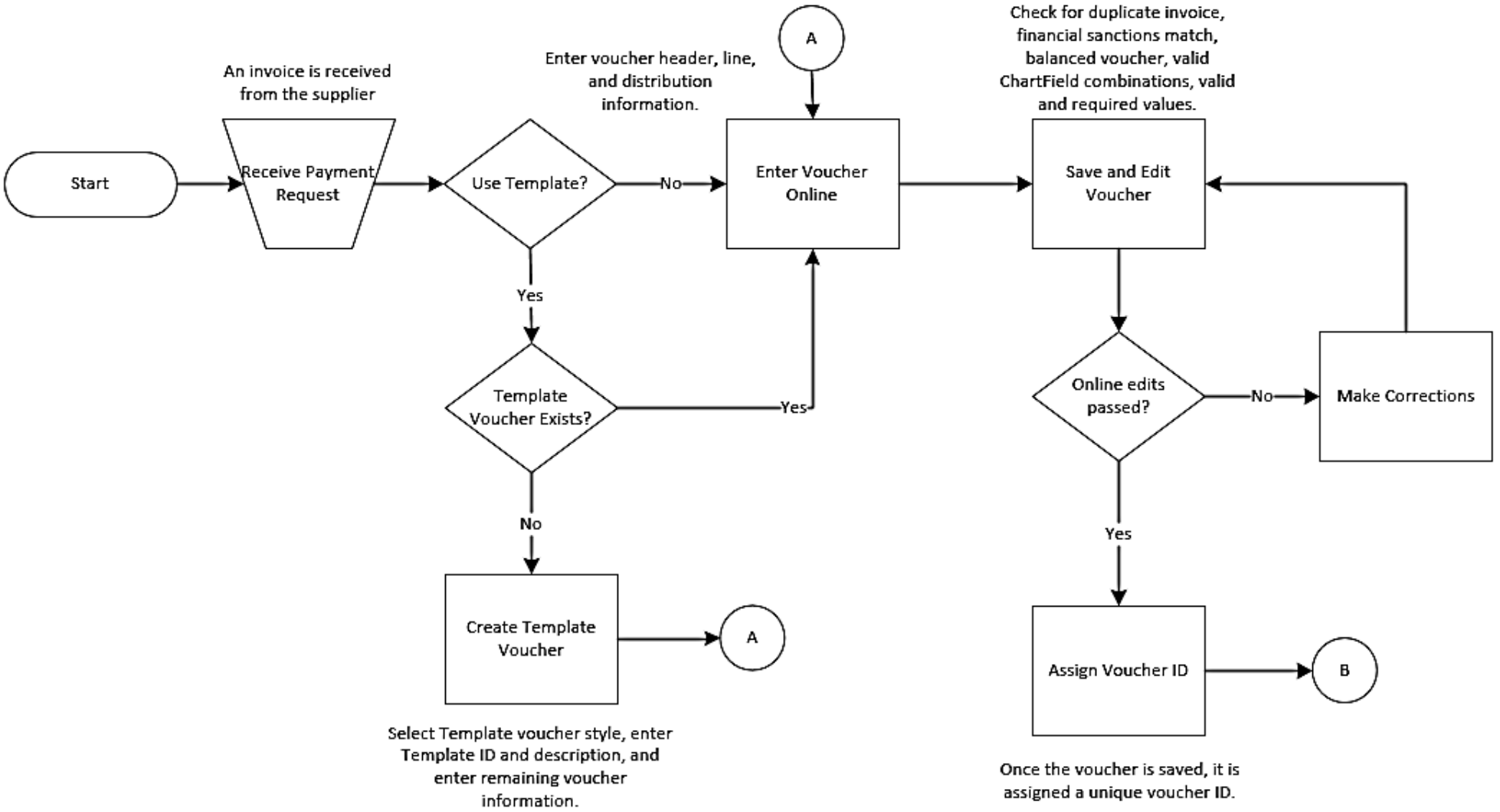
Voucher Processing Overview

Voucher processing involves the creation of vouchers for supplier payments either entered online in the Accounts Payable module or interfaced from agency systems, and the subsequent error checking, budget checking, approval, and posting.

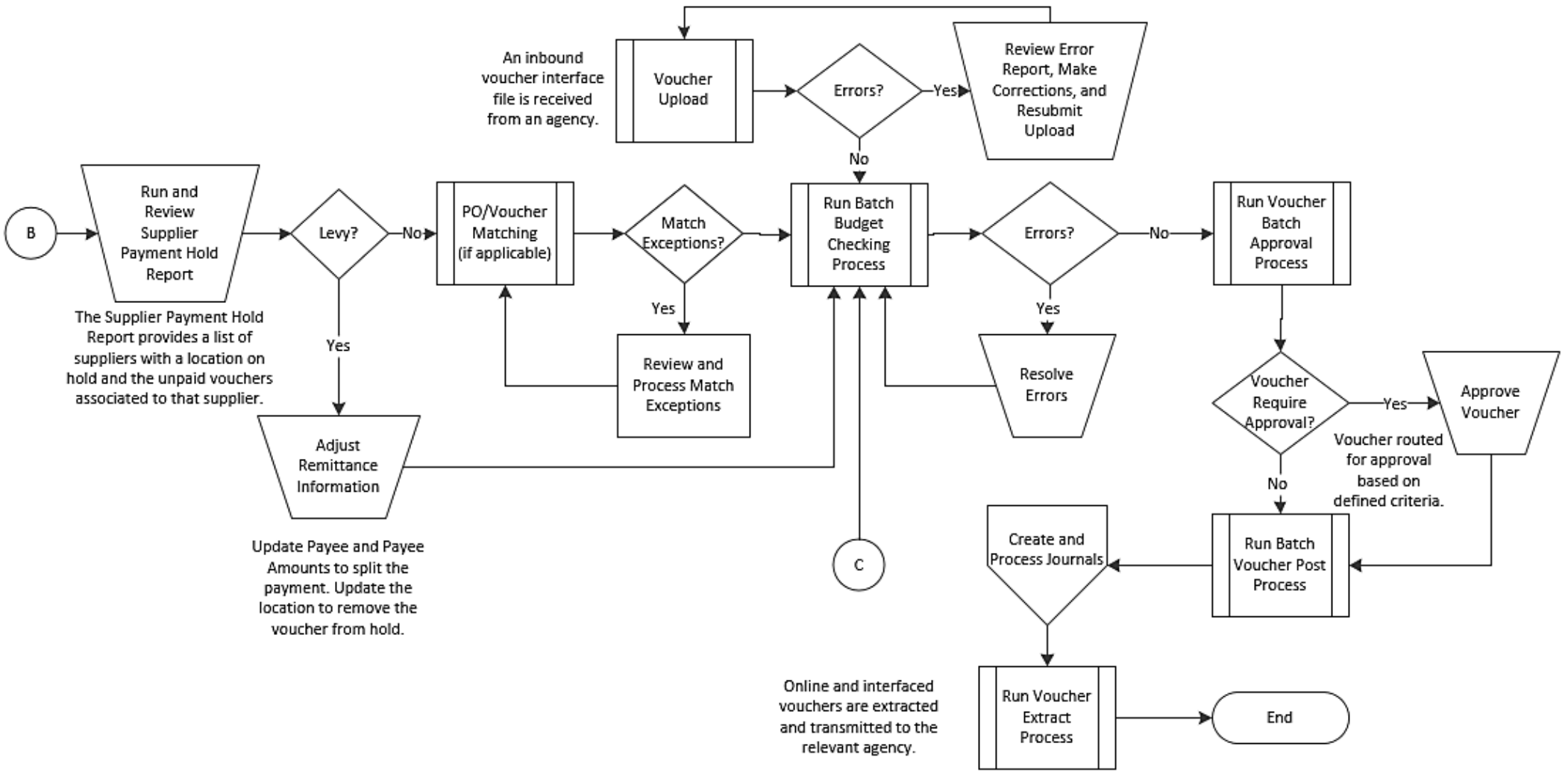
Because Cardinal operates on a modified accrual basis, cash balances are not immediately affected when vouchers are entered. Cardinal generates the accounting entry which credits an Accounts Payable liability account. Once the voucher is paid, Cardinal reduces the liability and cash accounts for the amount paid (debit to liability and credit to cash). Payments are generated by the Accounts Payable Payment process.

- Voucher processing may also include non-routine processes such as
  - adjustments,
  - payment offsets,
  - voucher unposting,
  - voucher deletion.

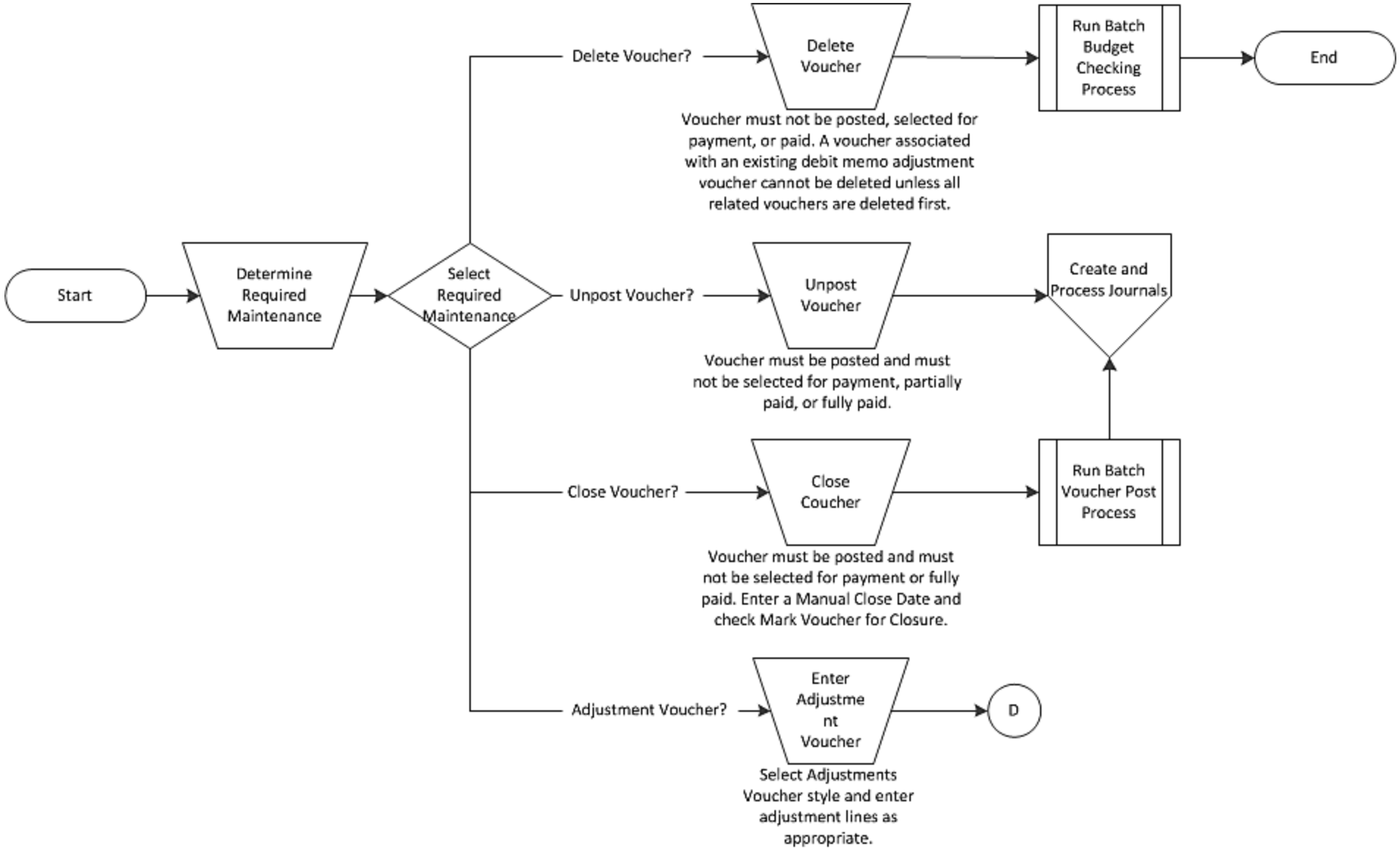
Enter Voucher Process



Enter Voucher Process (continued)



Maintain Voucher Process



Lesson 1: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. In Cardinal, all users share the same supplier database.

   True or False

2. Once the voucher for a one-time supplier is entered and saved, the supplier becomes inactive.

   True or False

3. Payments for goods/services from other State agencies are entered and processed like regular vouchers.

   True or False

Lesson 1: Summary

1 Understanding Voucher Processing

In this lesson, you learned:

- Describe key voucher processing concepts
- Describe the overall voucher process

Lesson 2: Introduction

2 Creating a Voucher

This lesson covers the following topics:

- Verifying the supplier exists in Cardinal
- Entering invoice information
- Uploading Interfacing vouchers
- Entering/Reviewing payment information
- Saving the voucher
- Reviewing other voucher pages
- Creating a PO Voucher

Only for agencies that use the Cardinal Procurement module

Verify Supplier Exists in Cardinal

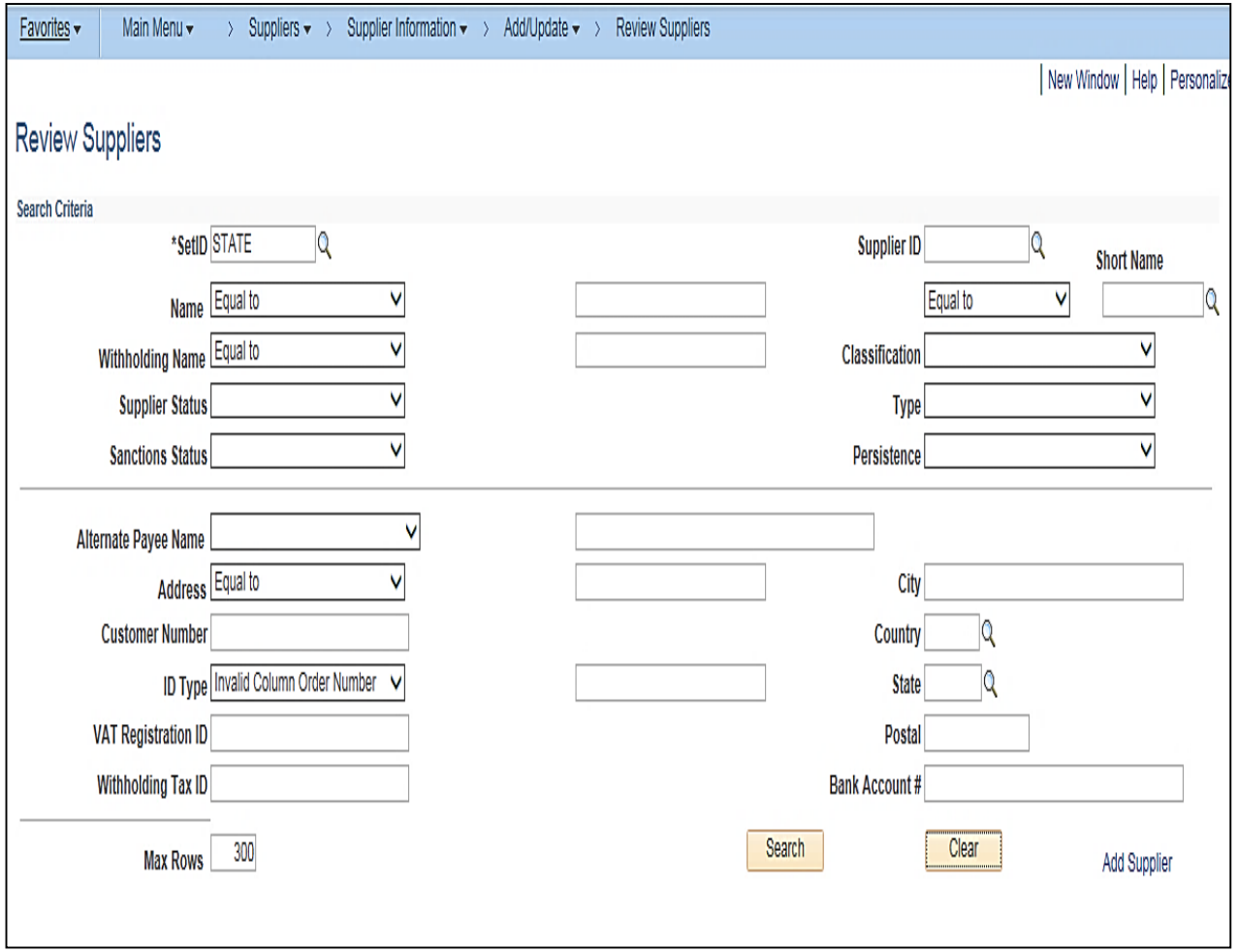
Before entering a voucher verify that the supplier(s):

- Exists in Cardinal
- Address you need to use is listed
- Location information is listed

To search for a supplier, navigate to the **Review Suppliers** page using the following path:

Main Menu > Suppliers > Supplier Information > Add/Update > Review Suppliers

The **Review Suppliers** page displays.



Verify Supplier Exists in Cardinal (continued)

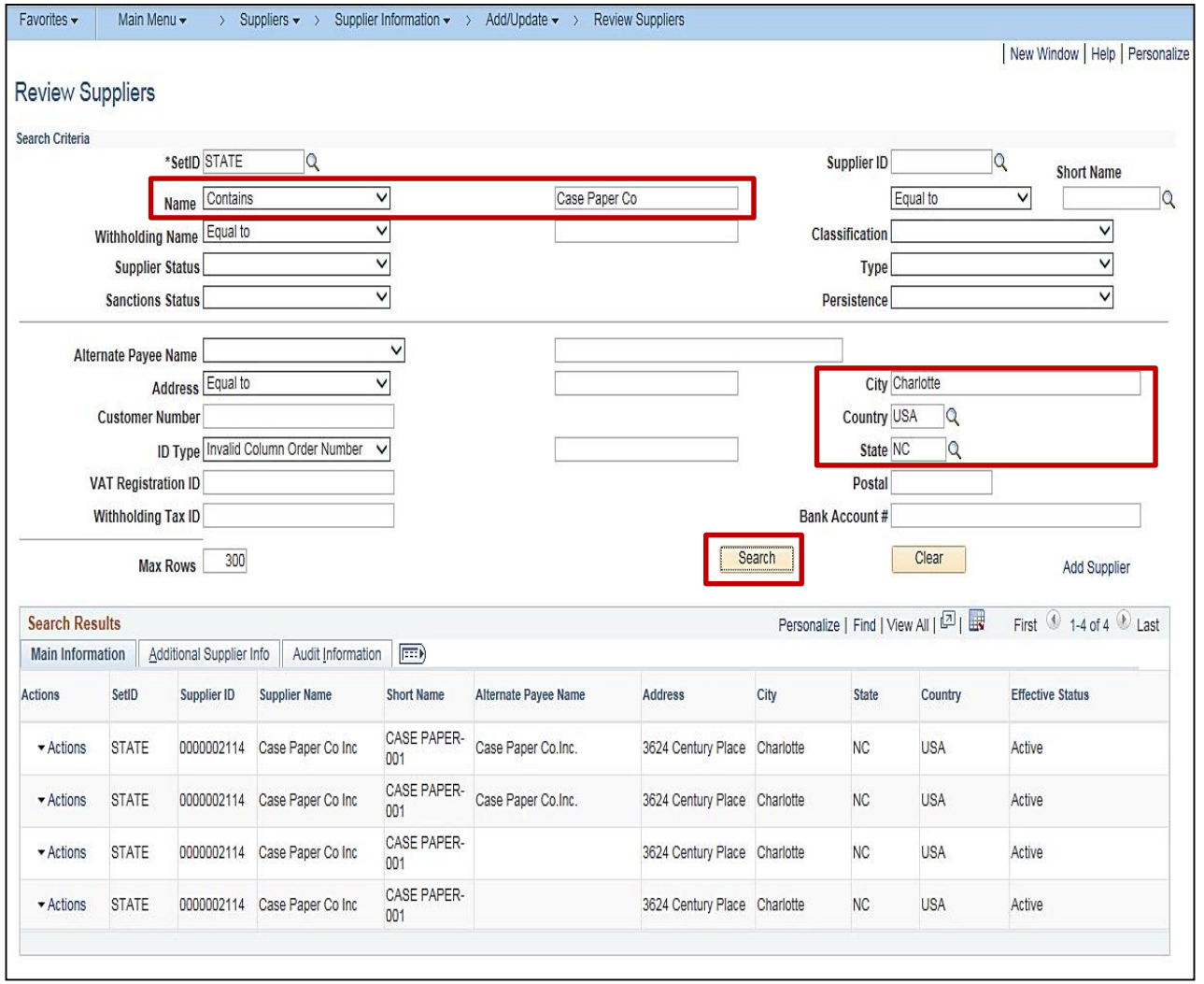
When searching for a supplier, enter as much information as possible in the search fields. The most common way to search is using the supplier's name.

To search for a supplier by name:

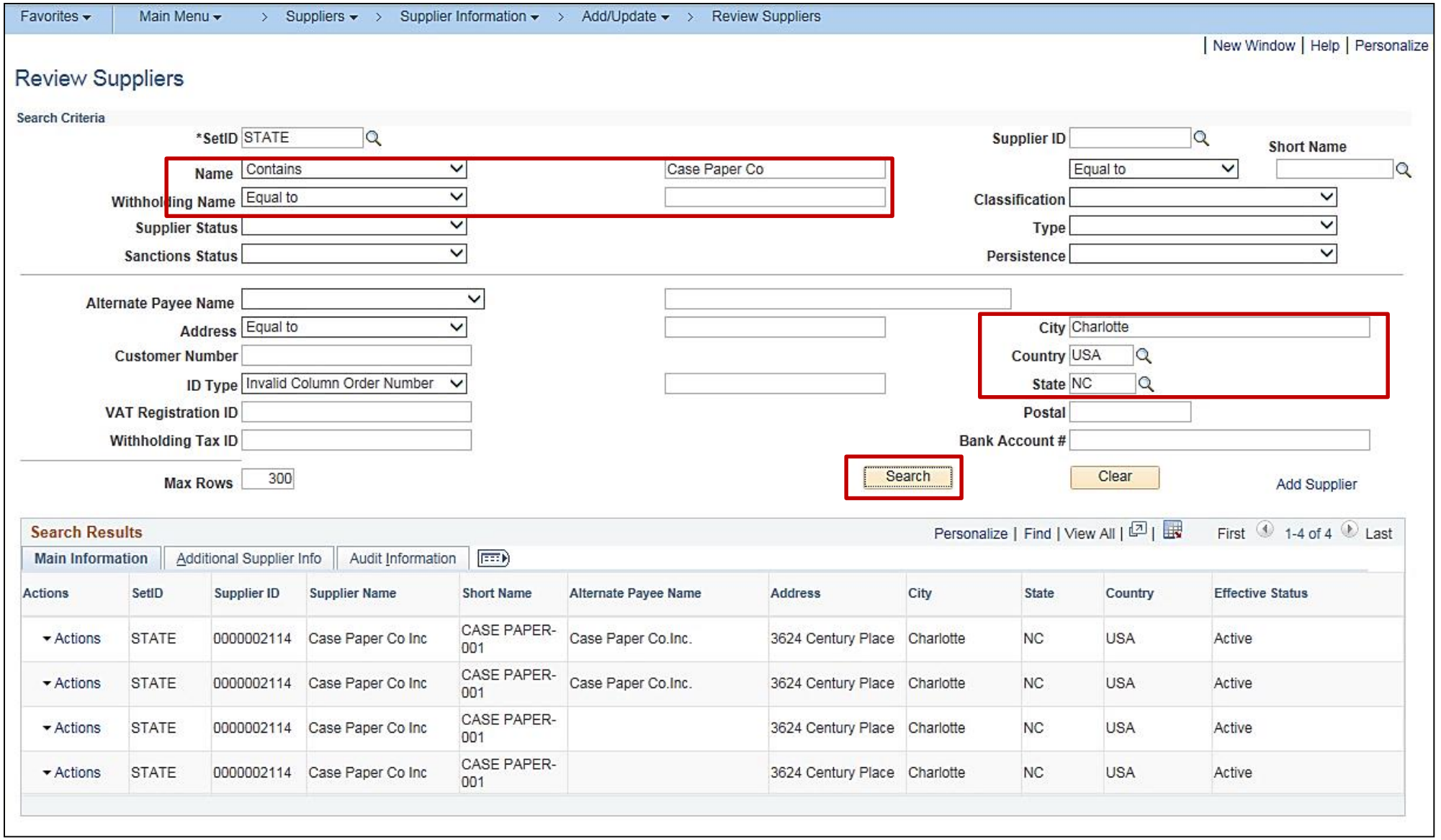
- Confirm the **SetID** = **State**
- In the **Name** field, change **Equal To** to **Contains**
- Enter the **Supplier Name**
- Enter the supplier address: **City**, **Country**, **State**, and **Postal** code if known
- Click the **Search** button

Suppliers that match the criteria display in the **Search Results** section of the page.

The number of times a supplier displays is based on the number of addresses that the supplier has in Cardinal. For this example, the supplier displays four times which means Cardinal contains four addresses for this one supplier.



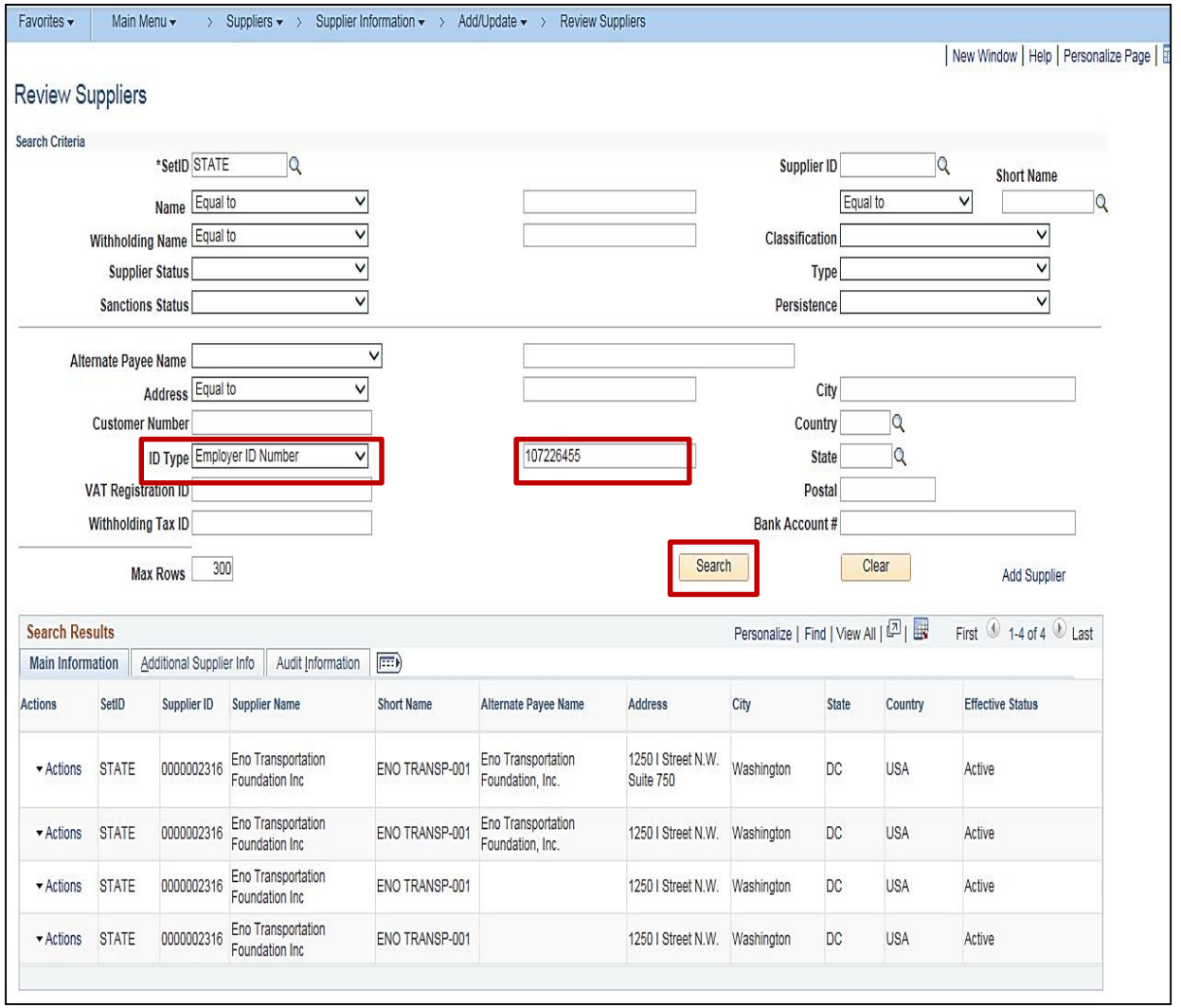
Review Suppliers Page



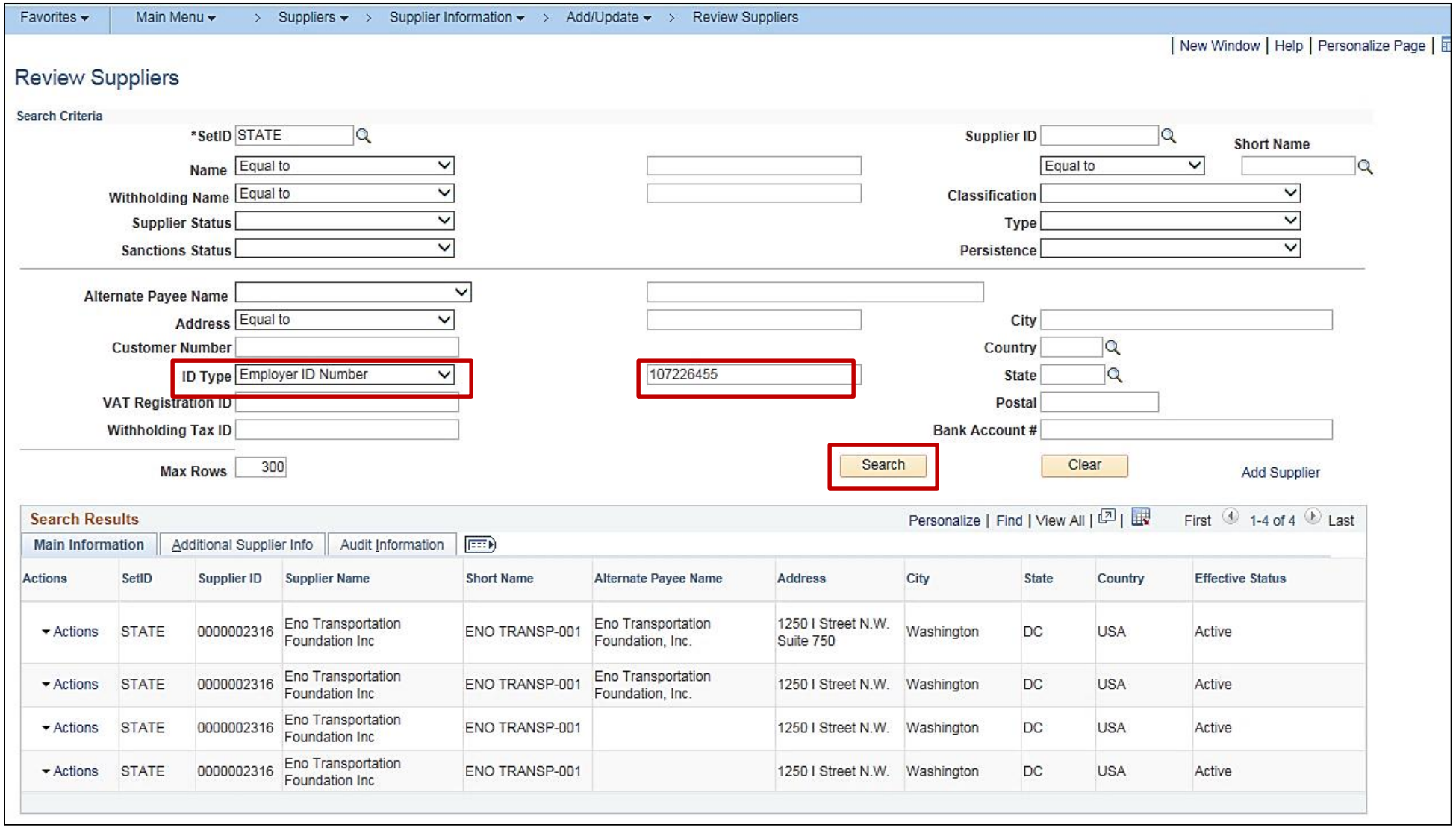
Using Taxpayer Identification Number (TIN) as a Search Supplier Search Option

If you know a supplier's Taxpayer Identification Number (TIN), you can use it as a search option.

- In the **ID Type** field, select the type of ID you want to use.
- There are three that are used in Cardinal:
  - Employer ID Number
  - Social Security Number
  - **Other**: Special designation used by CVG for suppliers approved to be entered without TIN
- Enter the ID number in the field next to the ID type selected.
- Click the **Search** button.
- Cardinal displays the supplier in the **Search Results** section.



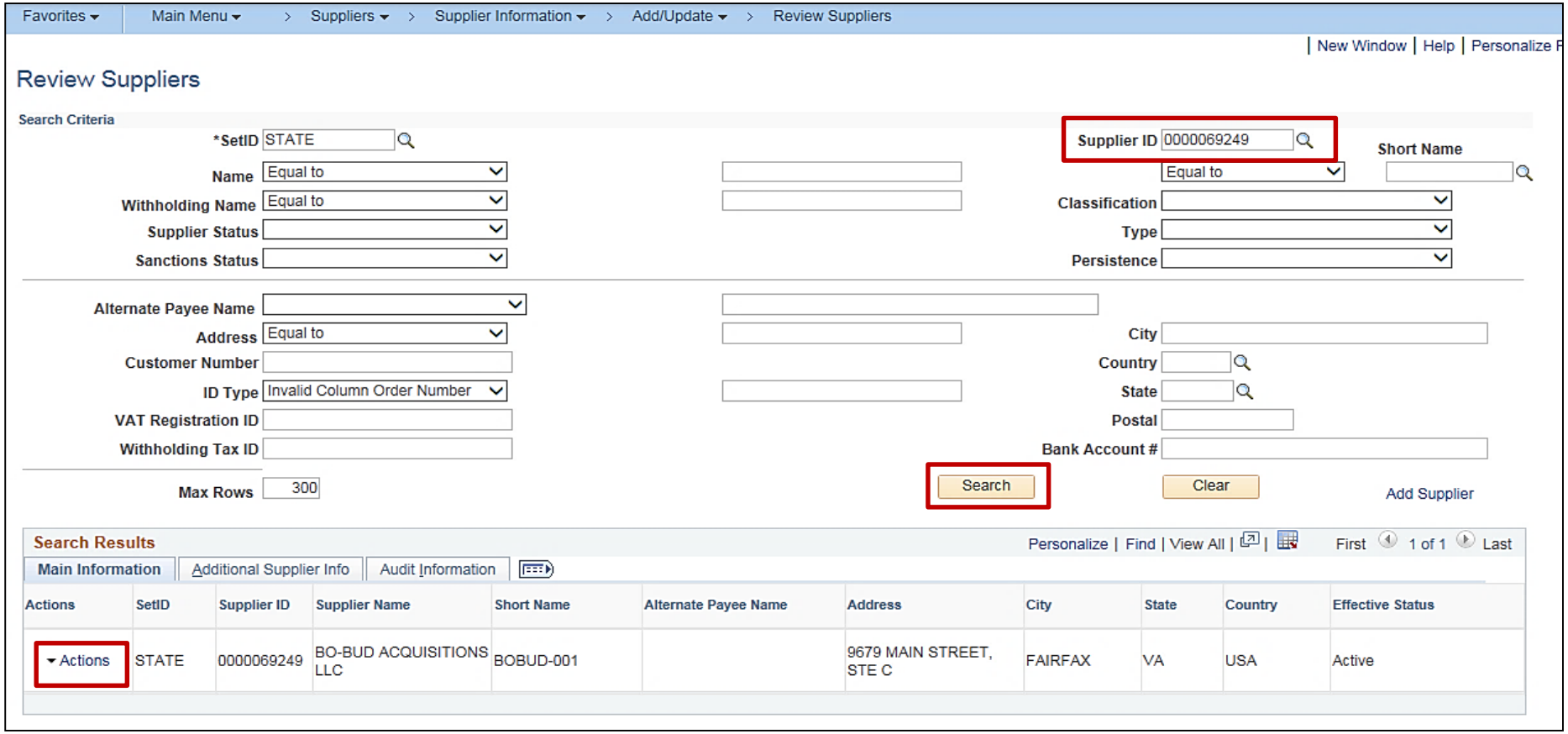
Using Taxpayer Identification Number (TIN) as a Search Option (continued)



Using the Cardinal Supplier ID

If you know the Cardinal Supplier ID, you can access the supplier's record from this page as well.

- Enter the Cardinal supplier ID in the **Supplier ID** field.
- Click the **Search** button.
- Click the **Actions** option.

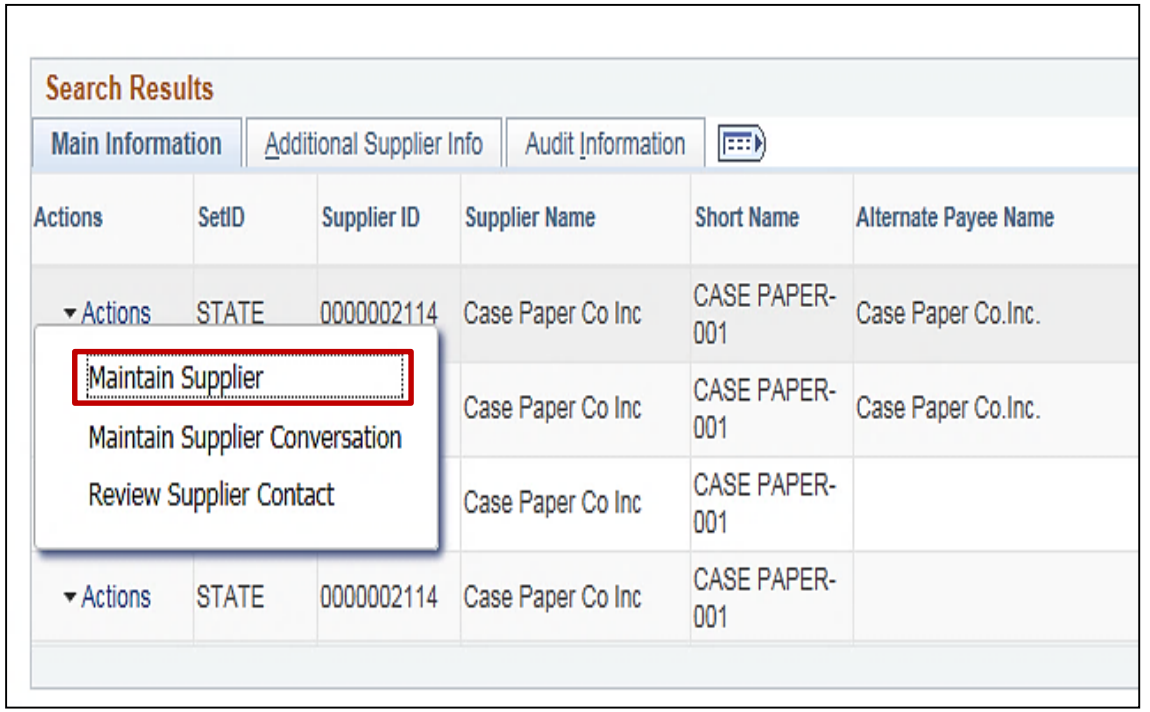


Accessing Supplier Record

Once you have searched for the supplier you can record the **Supplier ID** number as this will be needed to enter the voucher. To access the supplier record click the **Actions** drop-down list. Three links display:

- **Maintain Supplier -** Opens the supplier record.
- **Maintain Supplier Conversation:** Opens the **Supplier Conversation** page which is used to record notes regarding communications with the supplier. Notes added here can be seen by anyone. For more detailed information about recording notes regarding communications with the supplier, see the job aid entitled **SW AP312: Recording Supplier Conversations** located on the Cardinal website in **Job Aids** under **Training.**
- **Review Supplier Contact:** Opens the **Supplier Contact** page which displays the supplier's contact information.

Click the **Maintain Supplier** link to access the supplier record.

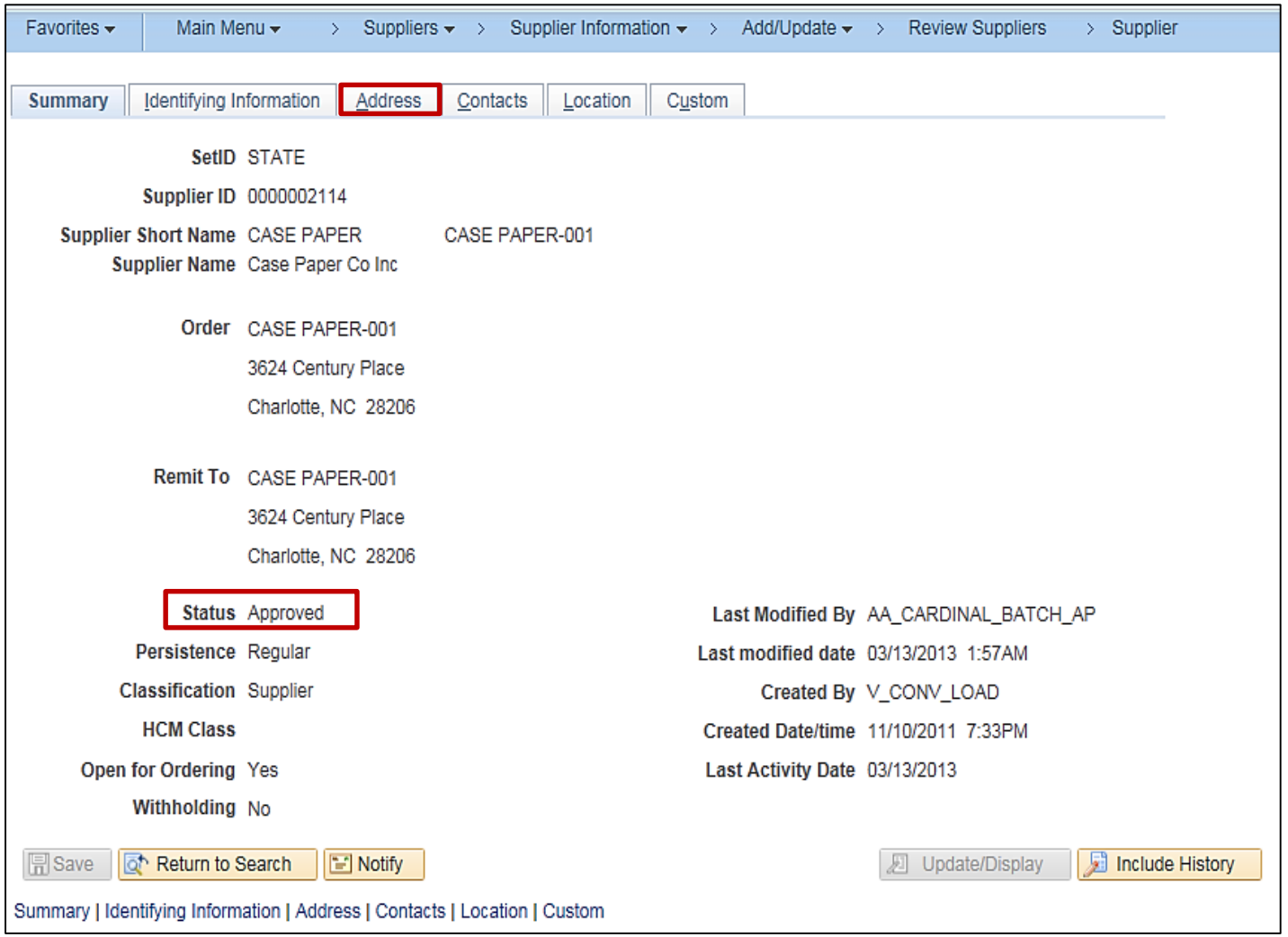


Accessing the Supplier Record (continued)

The **Summary** page displays for the Supplier.

Verify the supplier has a **Status** of **Approved**.

Click the **Address** tab to verify the address.



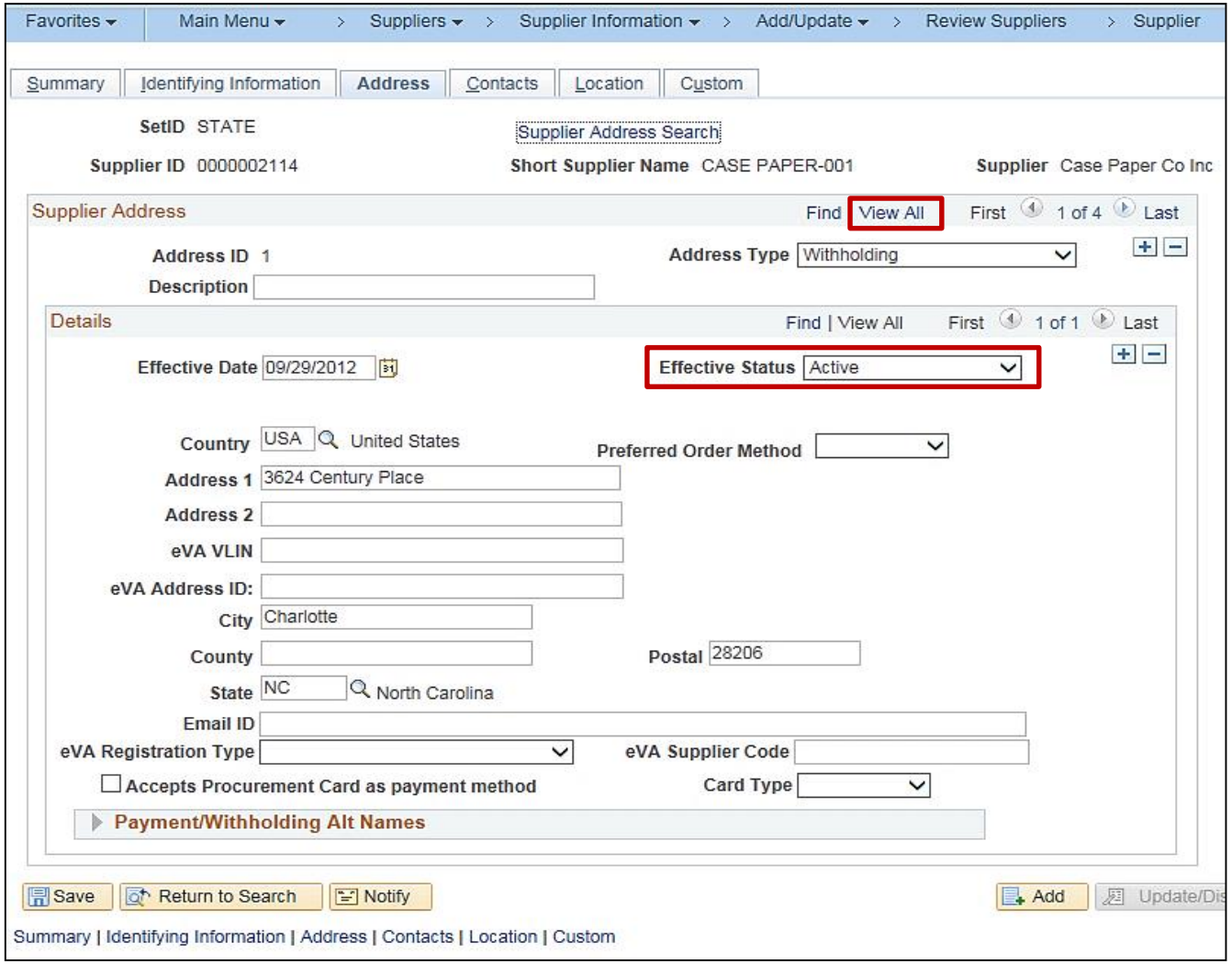
Accessing the Supplier Record (continued)

Click the **Address** tab.

Use the **Address** tab to verify that the payment address for the voucher exists on the Supplier record.

Click the **View All** link to see all addresses if the supplier has more than one.

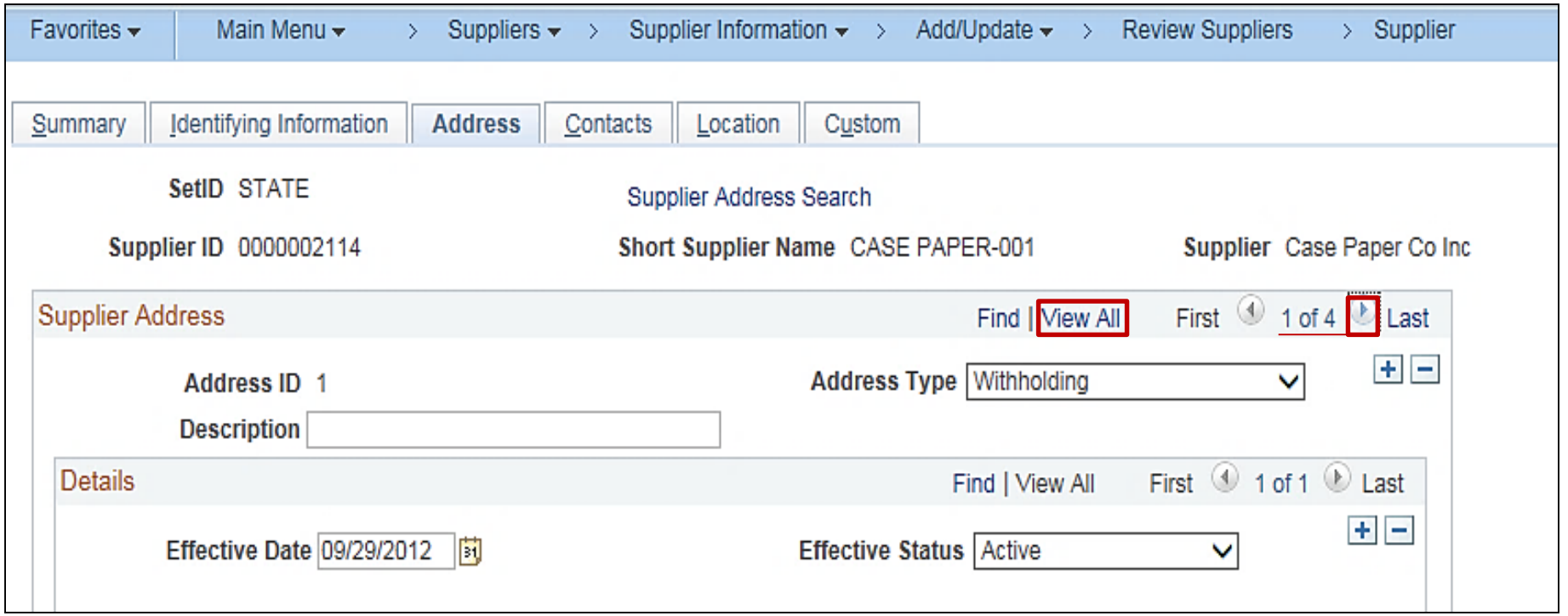
When verifying an address, be sure the **Effective Status** is **Active**.



Verify Address (continued)

In this example, the supplier has four addresses. You can use the **View All** link to scroll down to see each address or click the arrow to view the next address.

If the remit to address needed is not listed, you will need to either contact the Department of General Services (DGS) (for eVA suppliers) or submit a Vendor Maintenance Request form to the CVG (for fiscal suppliers).

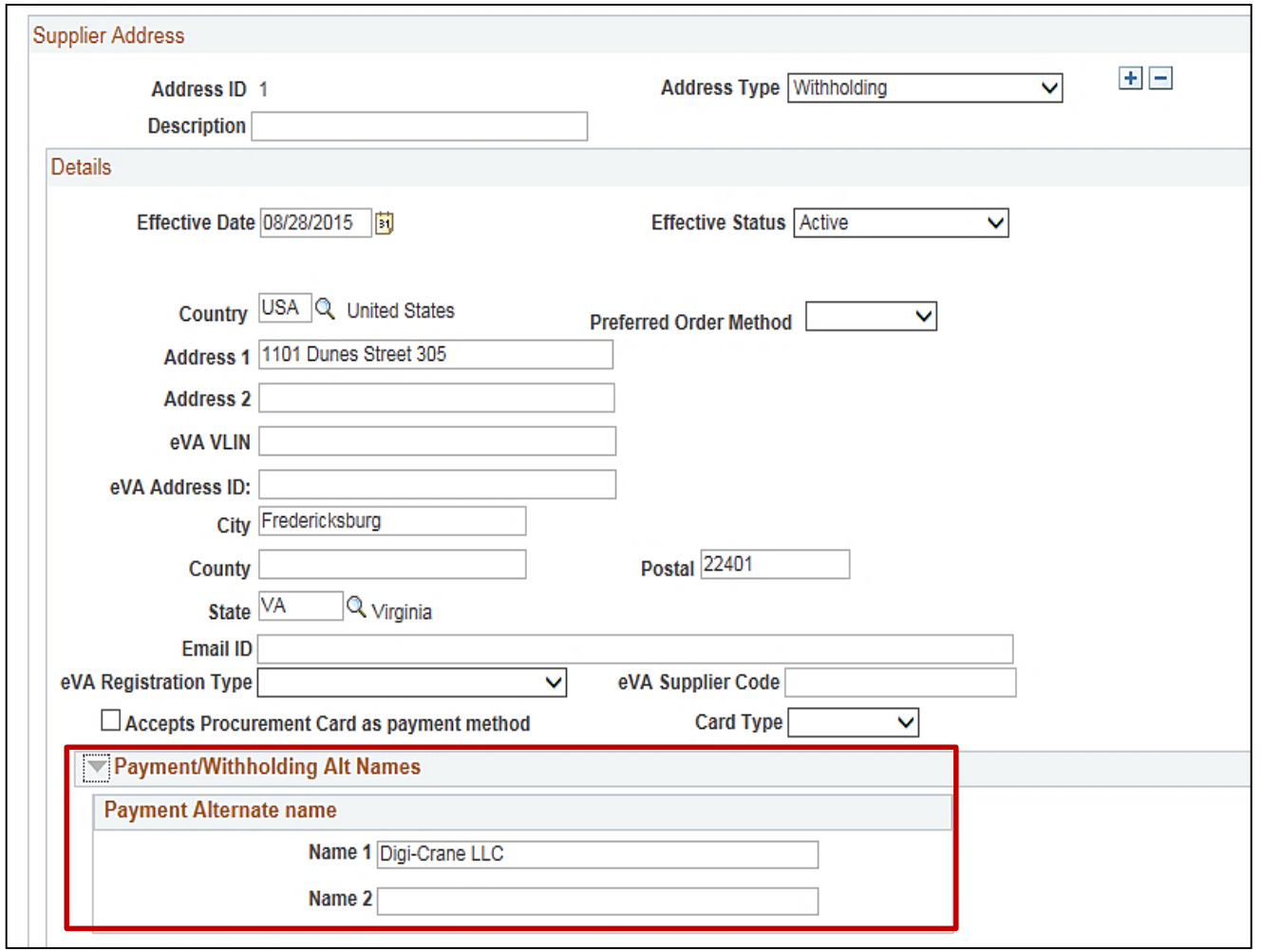


Payment Alternate Name

Cardinal allows an **Alternate Payee** to be set up on an address for a supplier in the **Payment Withholding Alt Names** section.

When verifying the address for an alternate payee, be sure to select the correct address with the **Alternate Payee** name.

You can see if the supplier has an **Alternate Payee Name** by opening up the **Payment Withholding Alt Names** section on the page. The Payment Alternate name is printed on the Supplier check as the payee.



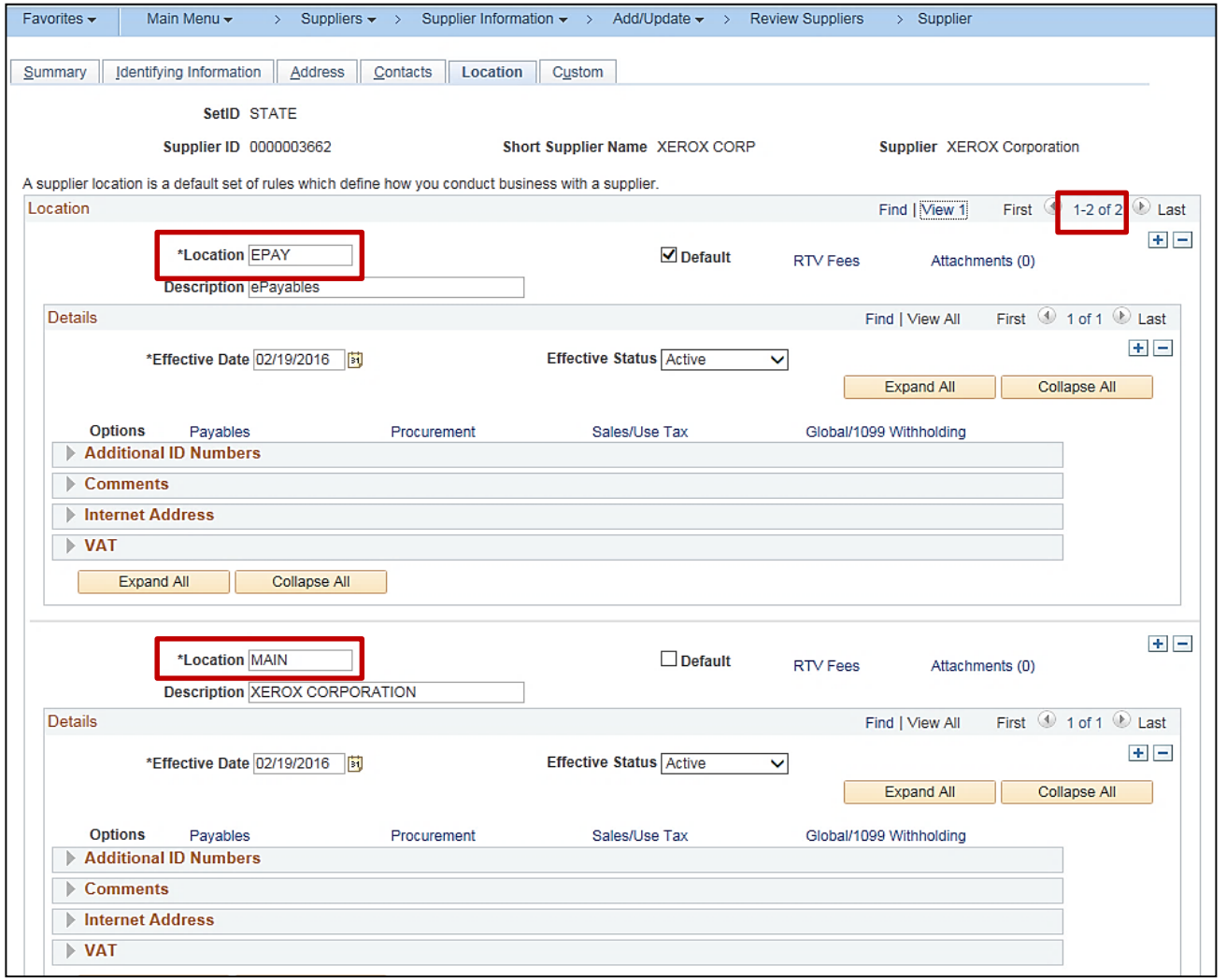
Verify Location

Location in Cardinal refers to a default set of rules in the supplier record for the methods of doing business with the supplier. Each supplier has at least one default location. **Location** includes the rules for processing Accounts Payable transactions.

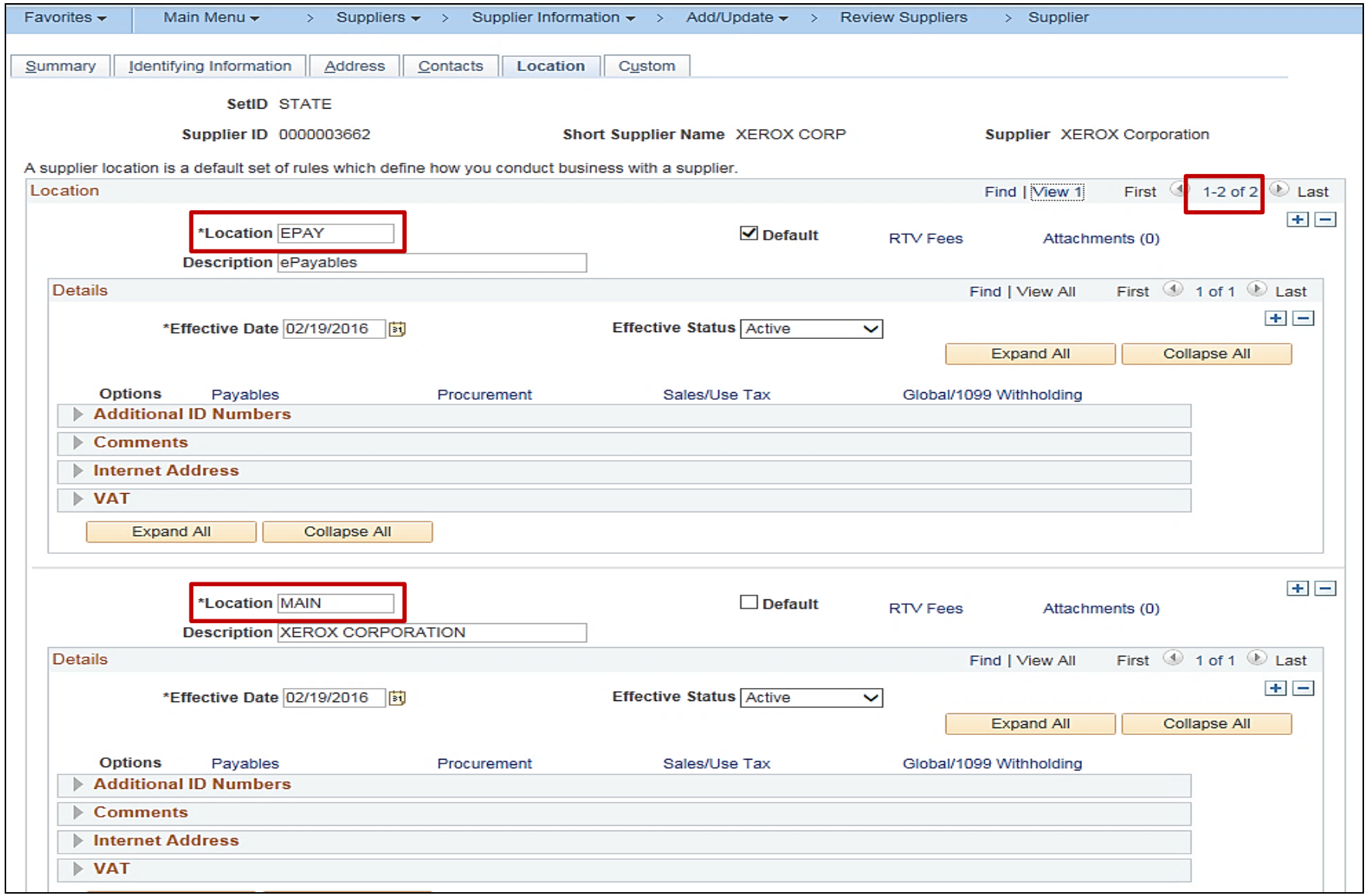
More than one Location may be set up for a supplier if more than one set of rules is needed for different circumstances.

- If a supplier uses more than one bank to receive electronic payments, a separate **Location** is needed for each bank.
- If a supplier is subject to a lien, levy, garnishment, etc. on Accounts Payable payments, a special Location named **LEVY XXX** may need to be set up.

Verify the correct **Location** exists for the supplier. If the **Location** is not correct, complete the Vendor Maintenance Request form and submit it to the CVG for processing.



Verify Location (continued)

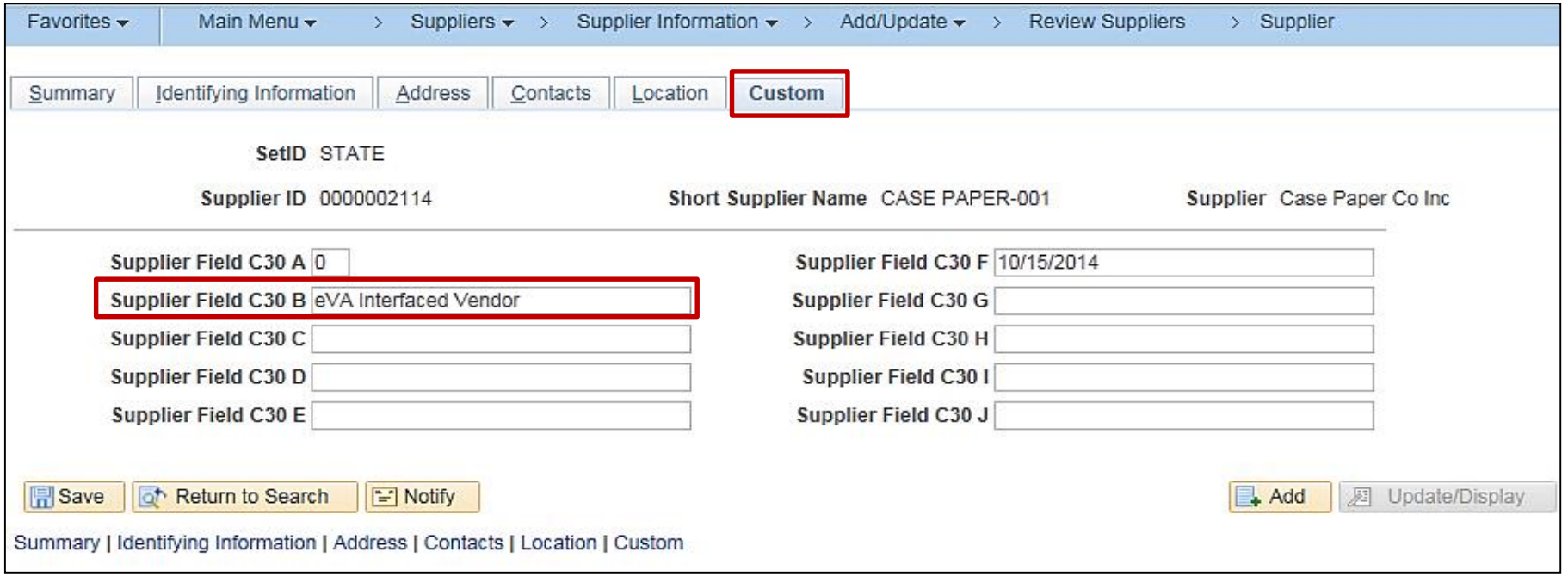


Identifying eVA vs. non eVA Suppliers

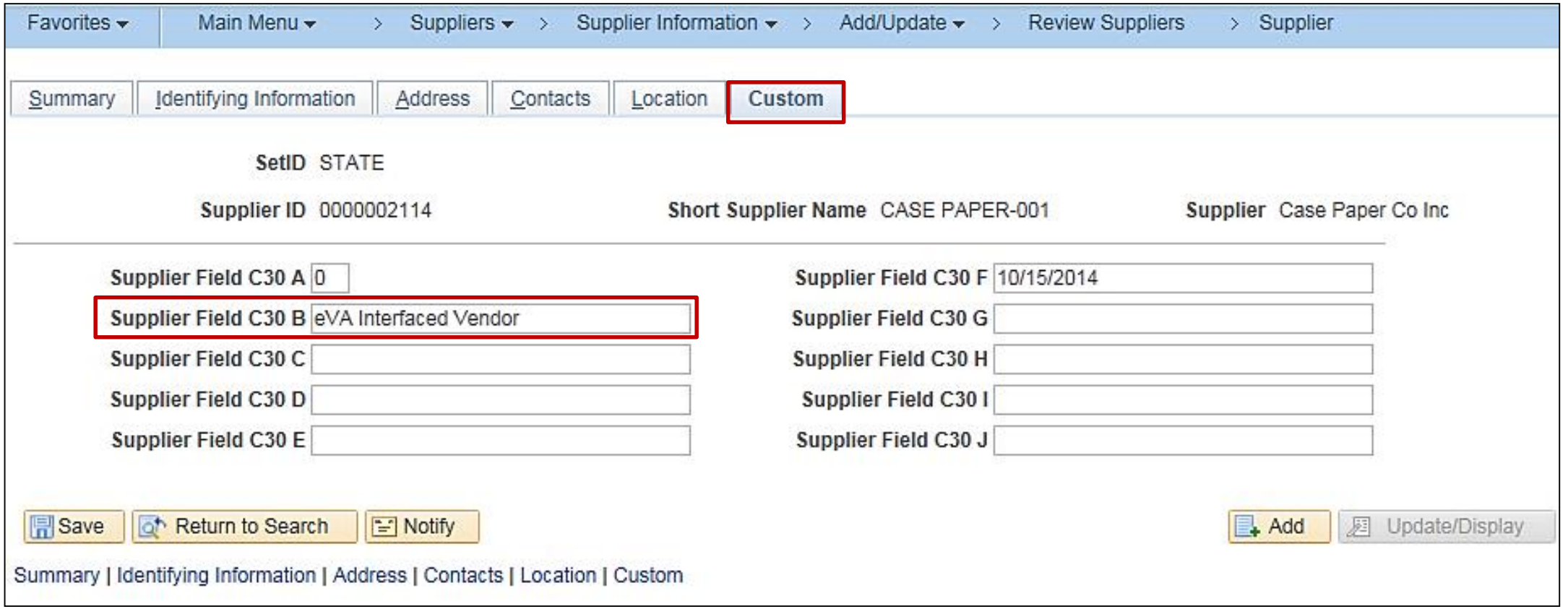
To determine if a supplier is an eVA supplier, click the **Custom** tab. If the supplier is an eVA (procurement) supplier, the **supplier Field C30 B** indicates **eVA Interfaced Suppliers**. If this field is blank or contains the letter **N**, the supplier is a non eVA (fiscal) supplier.

If it is an eVA supplier that requires updates, your agency must contact an eVA Customer Care representative regarding changes by emailing eVACustomerCare@dgs.virginia.gov.

If it is a non eVA supplier which requires updates, complete the Vendor Maintenance Request form and submit it to the CVG for processing.



Identifying eVA vs. non eVA Suppliers (continued)



Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Entering a Voucher

To enter a voucher, access the voucher entry page.

Navigate to the voucher entry page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Entering a Voucher (continued)

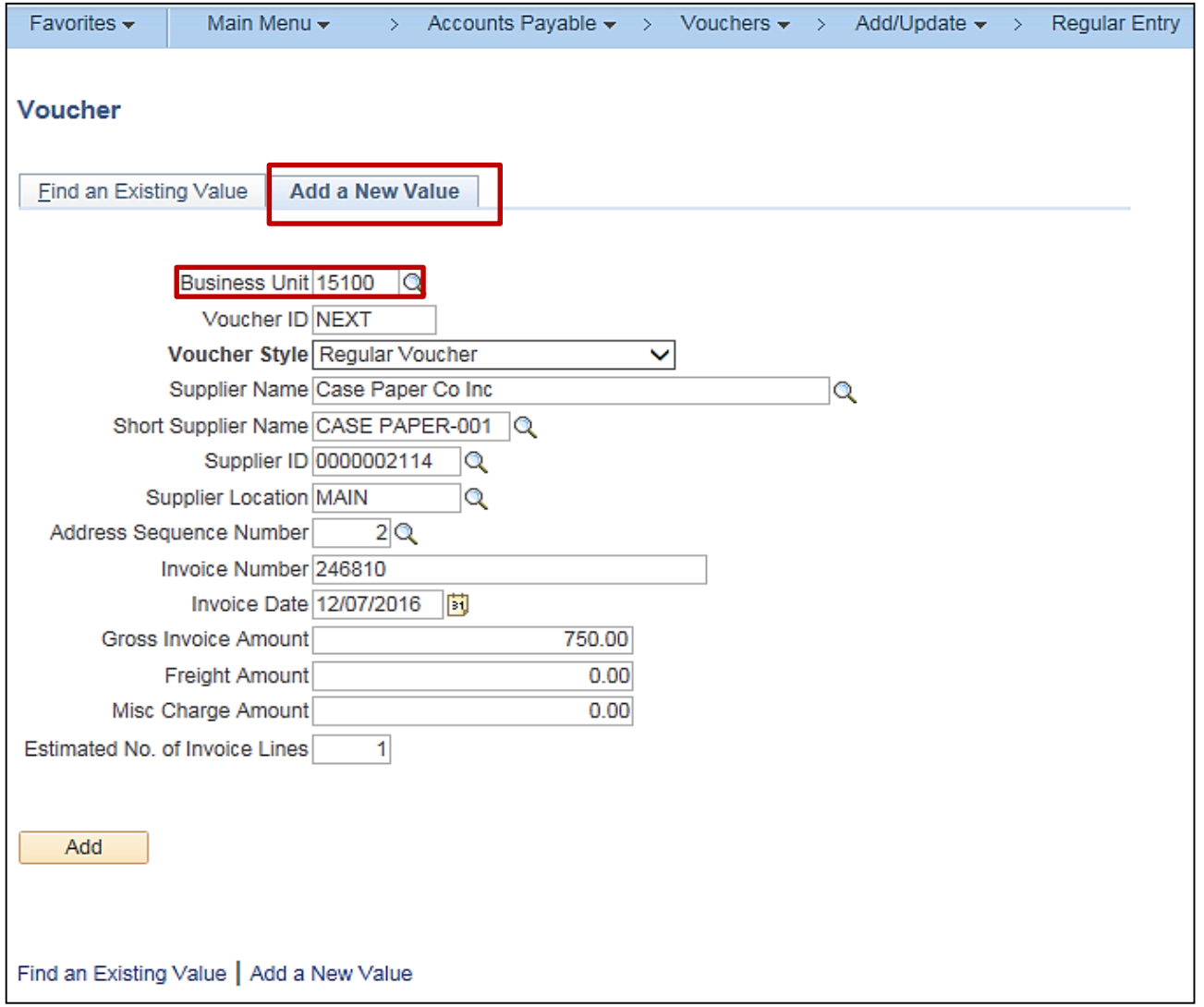
On the **Voucher** page, there are two tabs.

- **Find an Existing Value** is used to access an existing voucher
- **Add a New Value** tab is used to enter a new voucher.

To enter a voucher:

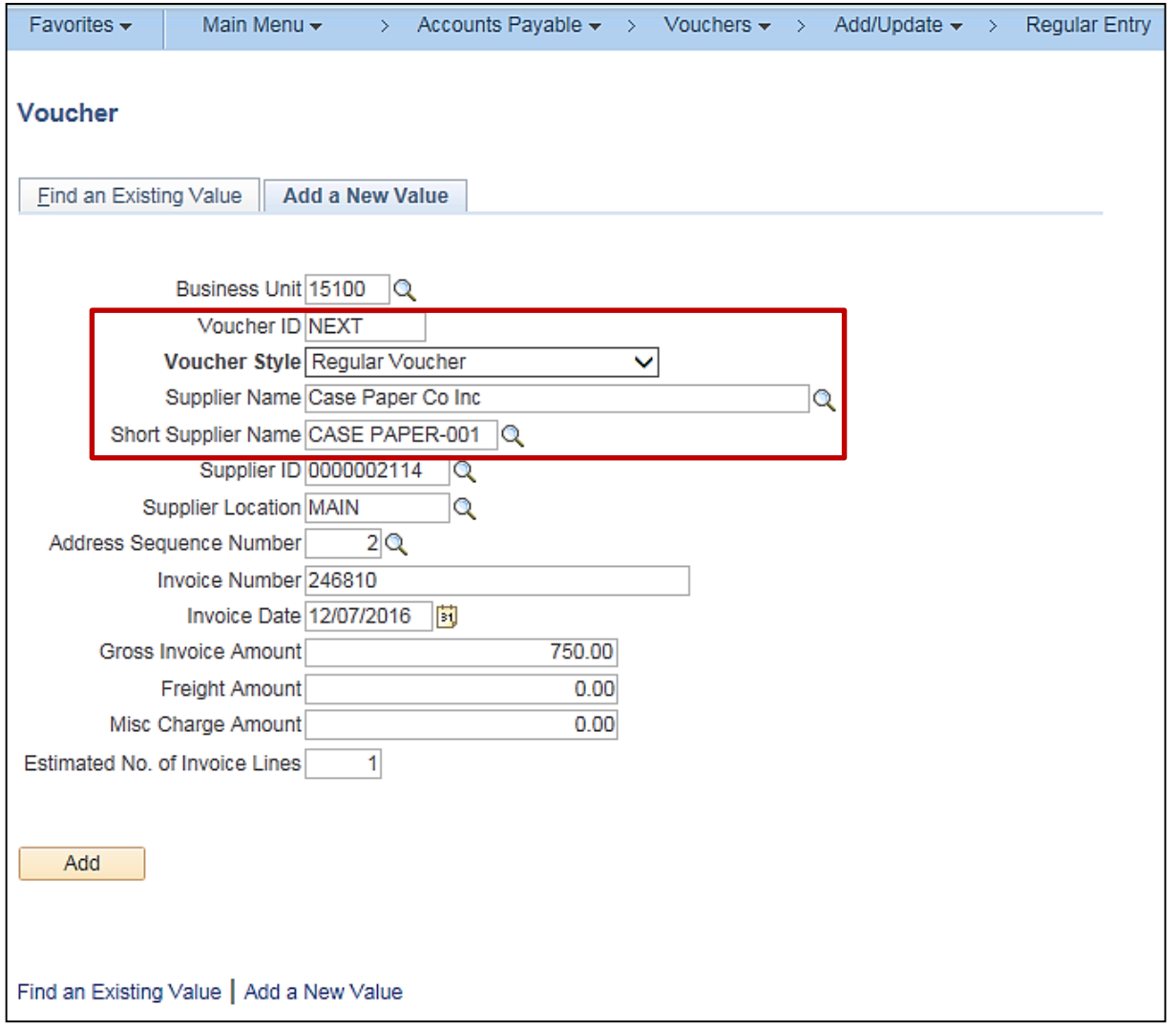
- Click the **Add a New Value** tab. Cardinal does not require that you complete the fields on this page. However, when you do, Cardinal populates some voucher entry information on other pages for you.

- The **Business Unit** field defaults to your agency based on user preferences in Cardinal. This field can be changed for users who enter vouchers for other business units.



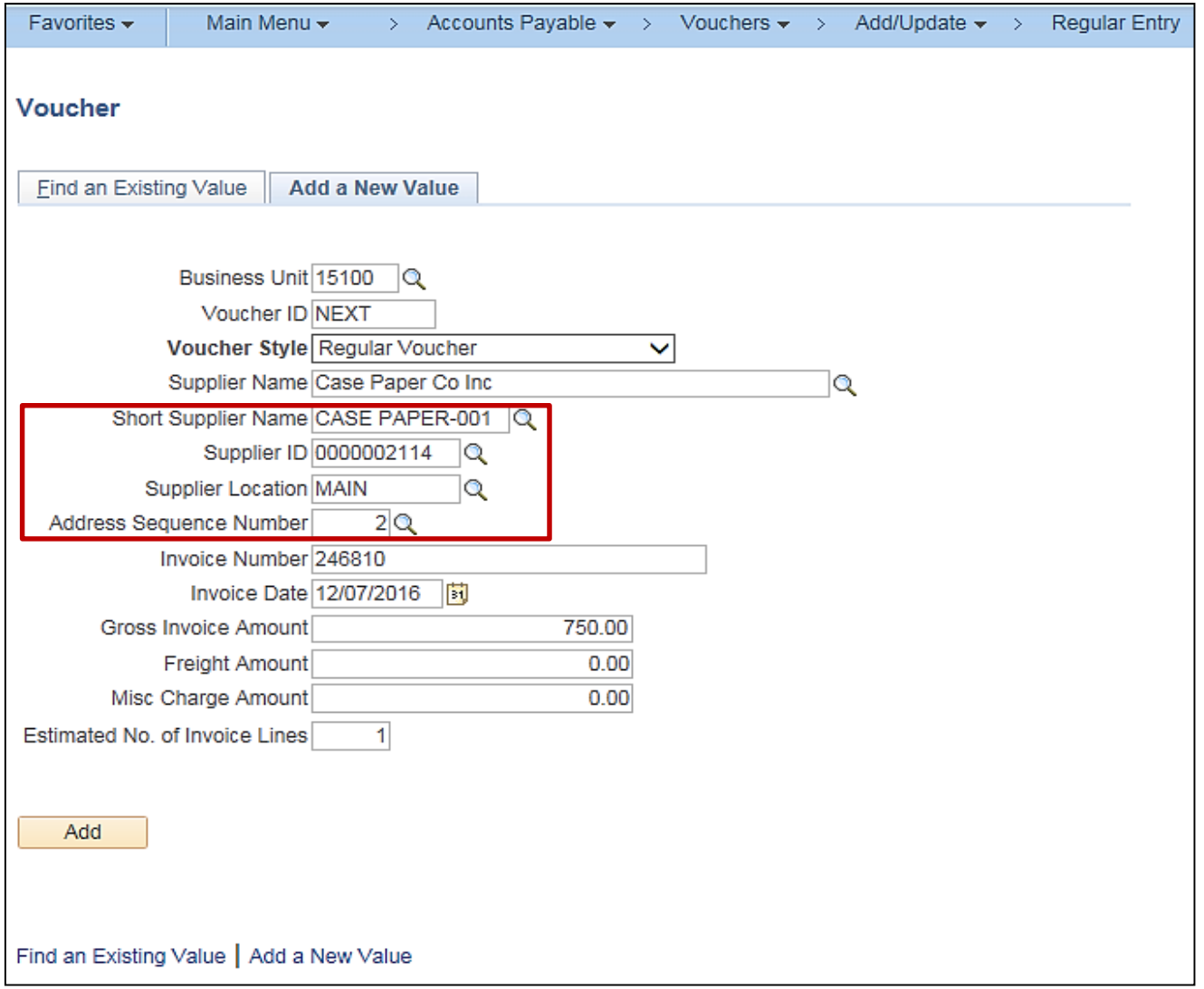
Entering a Voucher (continued)

- The **Voucher ID** field value defaults to **NEXT**. When the voucher is saved, Cardinal automatically generates the Voucher ID number.
- Interfacing agencies can change the value of **NEXT** to the voucher number used in their system.
- The **Voucher Style** fields value defaults to **Regular Voucher**.
- **Short Supplier Name** is the supplier's abbreviated name. It populates when the Cardinal **Supplier ID** is entered.



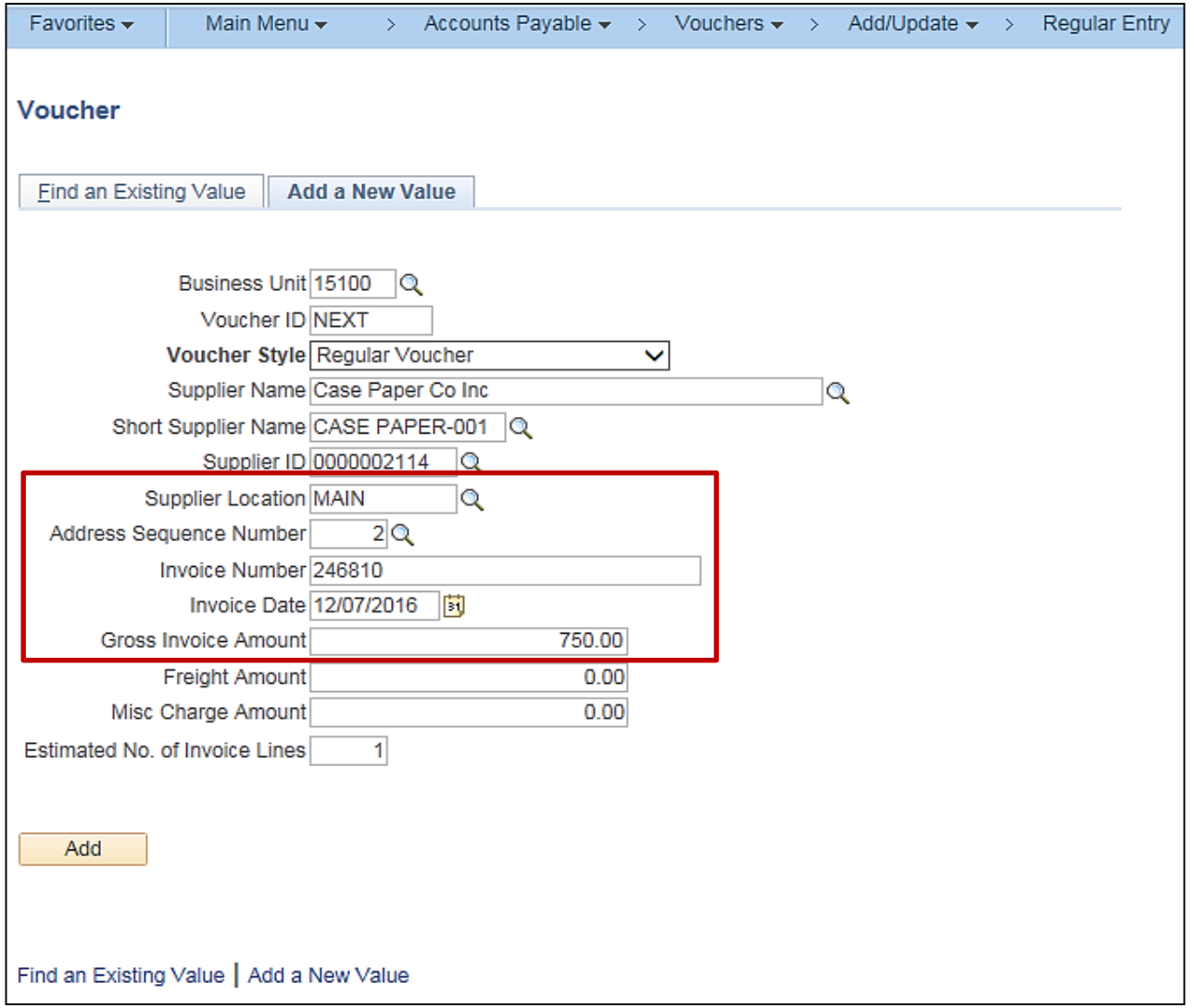
Entering a Voucher (continued)

- The **Supplier ID** is the unique identifying number assigned to a supplier when it is created in Cardinal. If you know the supplier ID, enter it here. You can use the lookup feature to search for a supplier if necessary.
- Once you enter the **Supplier ID**, the following field values populate:
  - **Short Supplier Name**
  - **Supplier Location**
  - **Address Sequence Number**



Entering a Voucher (continued)

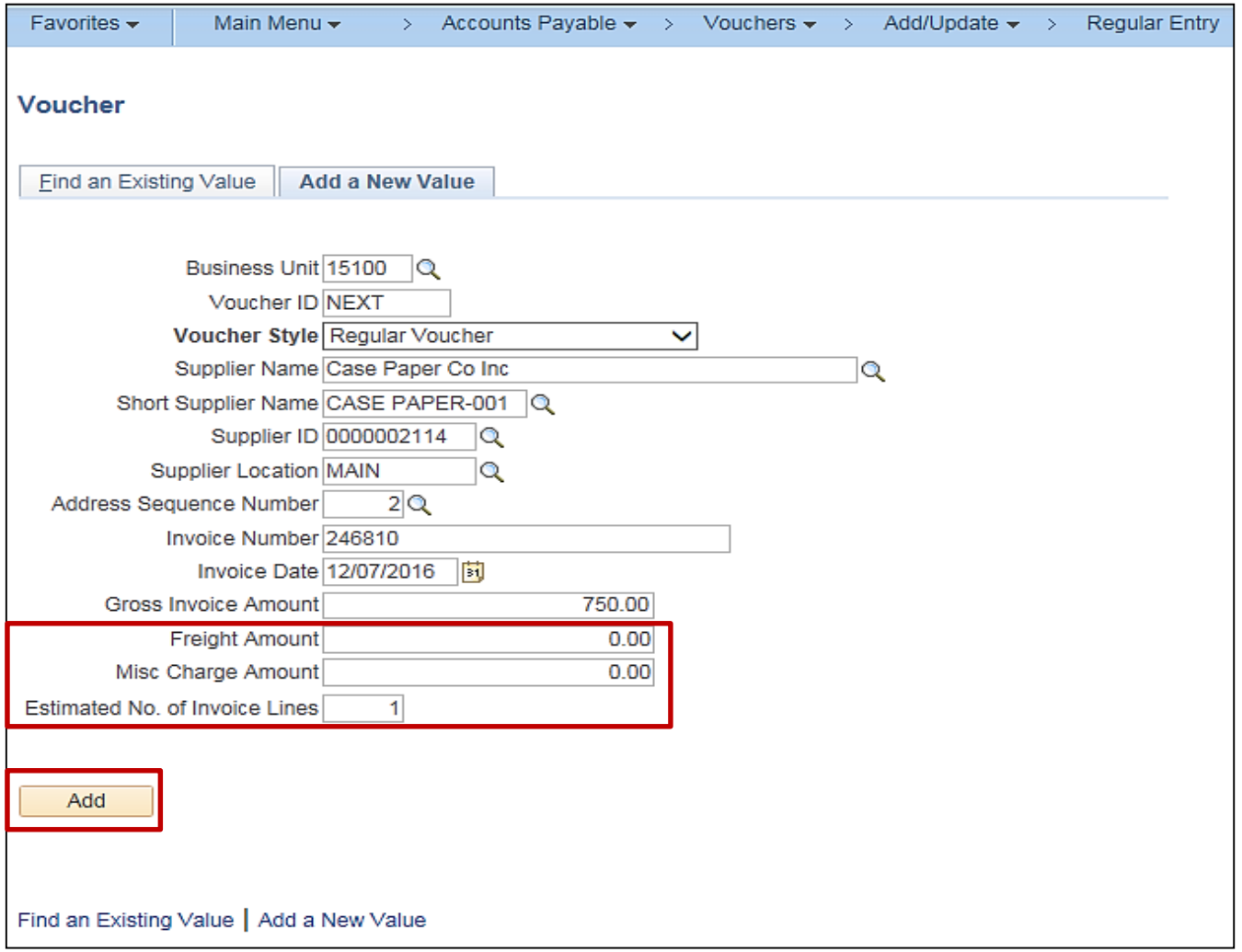
- The **Supplier Location** refers to a default set of rules in the supplier record for the methods of doing business with the supplier.
- The **Address Sequence Number** is a system generated ID number assigned to a supplier's address.
- In the **Invoice Number** field, enter the number the supplier has included on the invoice. If the invoice does not have an invoice number, one must be added.
- In the **Invoice Date** field enter the date on the invoice from the supplier.
- Use the **Gross Invoice Amount** field to enter the total amount of the invoice.



Entering a Voucher (continued)

- The **Freight Amount** and **Misc Charge Amount** fields are not used in Cardinal.
- The **Estimated No. of Invoice Lines** field defaults to **1** and can be changed to anticipated number of lines needed.

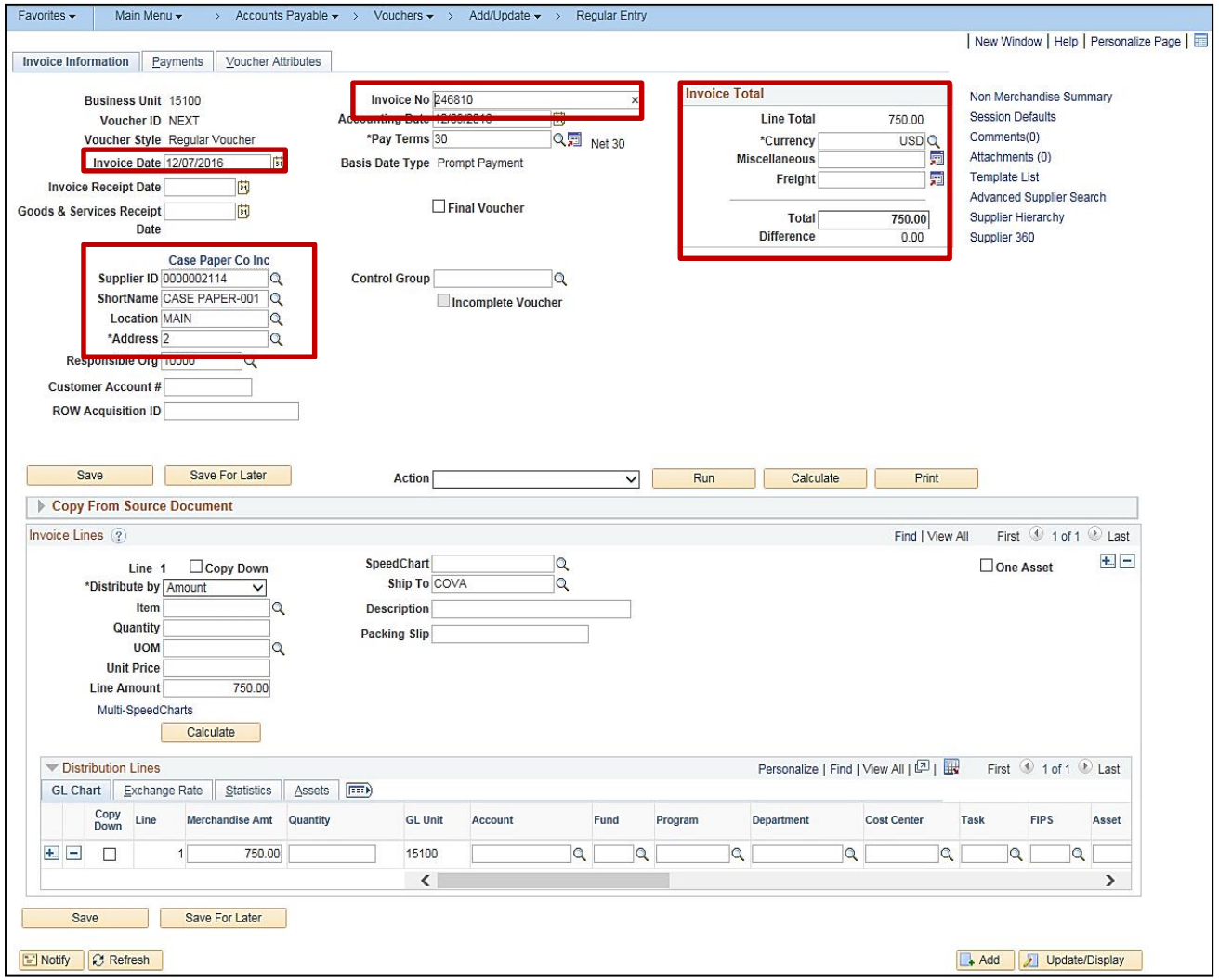
Click the **Add** button.



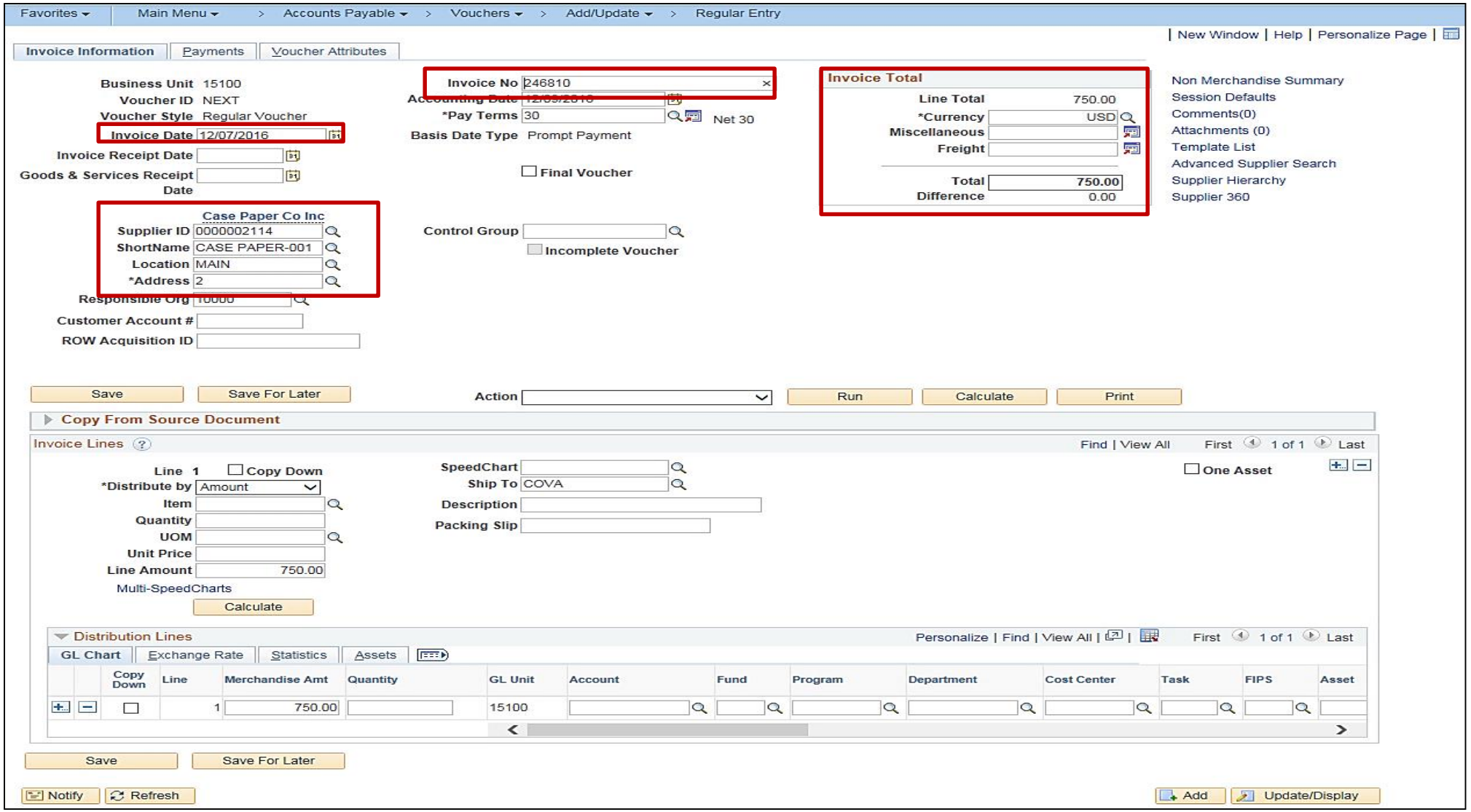
Invoice Information Page

The **Invoice Information** page displays. The information entered on the **Add a New Value** tab populates some fields in the first section of this page:

- **Invoice No**
- **Invoice Date**
- **Supplier ID**
- **Short Name**
- **Location**
- **Address** (invoicing)
- **Total** (Voucher Amount)



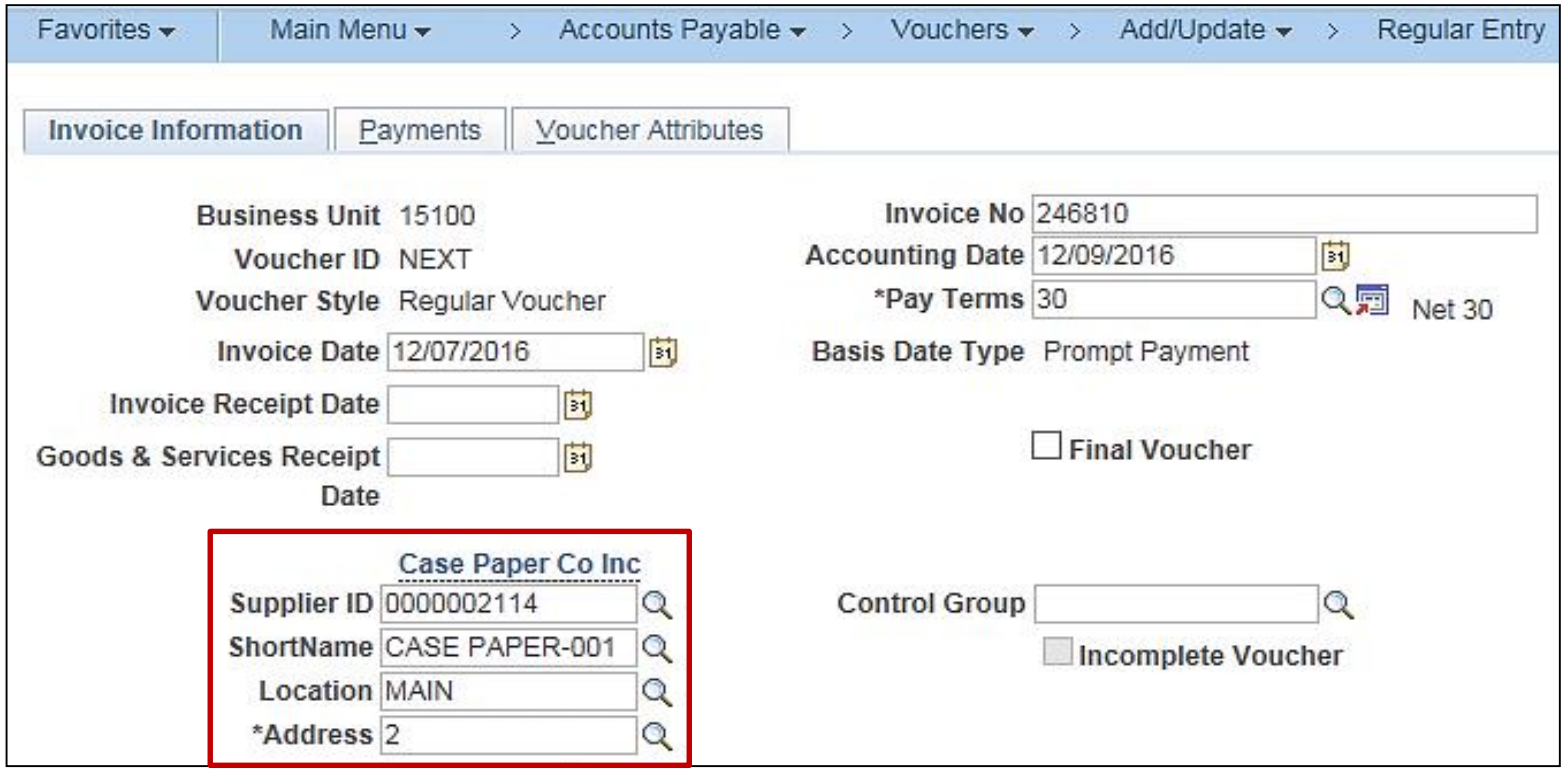
Invoice Information Page (continued)



Invoice Information Page (continued)

Do not make changes to the supplier's address on the **Invoice Information** page. Note that the default address that displays on this page is the invoicing address and does not have to match the payment address. The payment address is entered on the **Payments** tab.

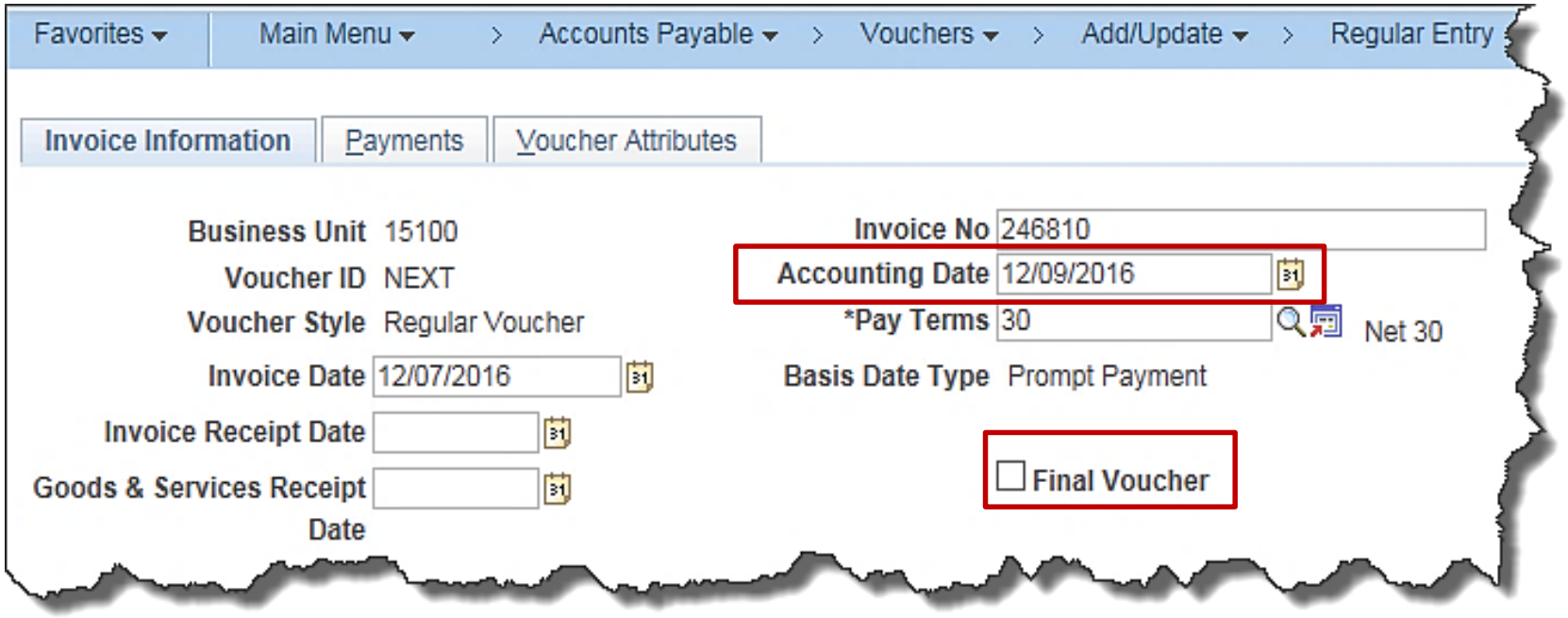
Payments to the suppliers are sent to the address located on the **Payments** page. The process for verifying and changing a supplier's address is covered later in this course when the **Payments** page is reviewed.



Invoice Information Page (continued)

Most of the data entry to create a voucher occurs on this page. Various fields are used depending on the voucher:

- **Accounting Date:** The accounting date defaults to the current date and should not be changed.
- **Final Voucher:** This field is currently used only by Agency 50100 (VDOT). This checkbox is checked to indicate that the voucher is the final voucher for contracts closing in SiteManager. These are created in Cardinal via a nightly interface with SiteManager.

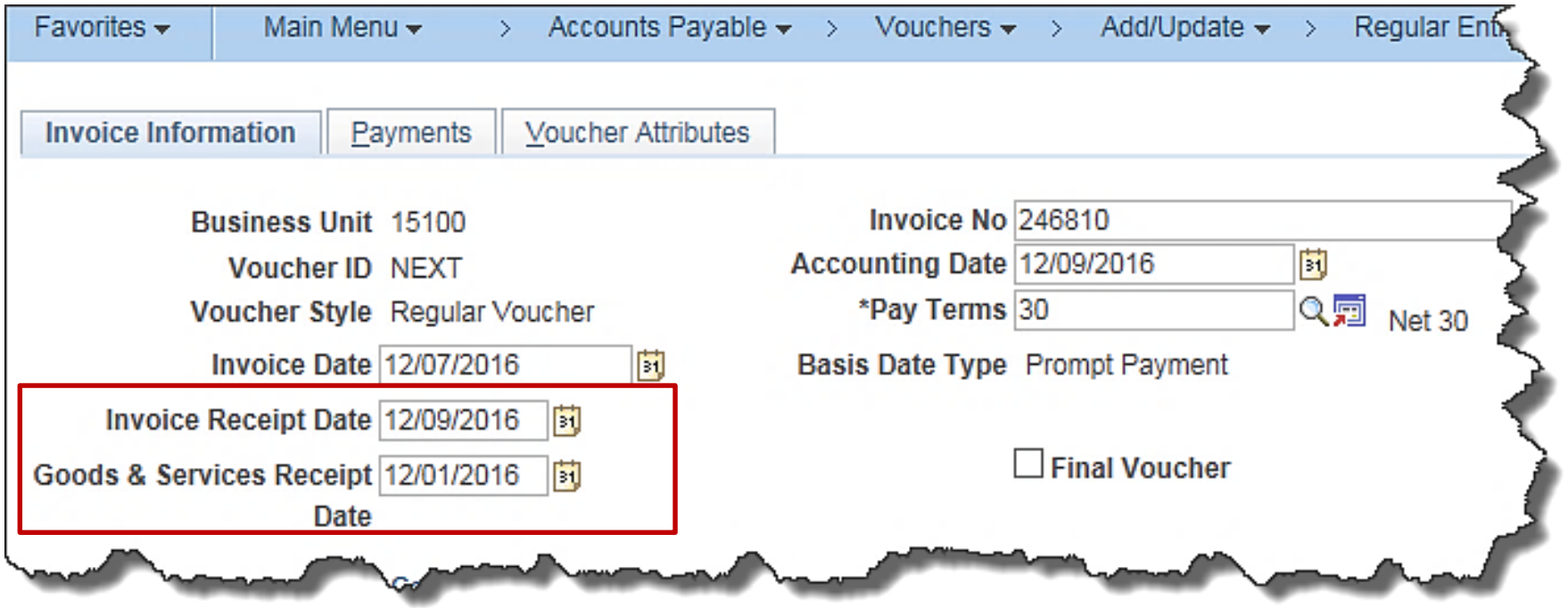


Invoice Information Page (continued)

Most of the data entry to create a voucher occurs on this page. Various fields are used depending on the voucher:

- **Invoice Receipt Date** - The date the invoice was received by your agency.
- **Goods and Services Receipt Date -** The date the item was received or the services rendered. This field is used to calculate Accounts Payable totals for year end accrual reporting.

The **Invoice Receipt Date** and the **Goods & Services Receipt Date** fields are used along with the **30** (**Net 30**) payment terms to populate the scheduled due date.



About Pay Terms

Every voucher requires a scheduled payment date which is populated based on the Pay Terms you select. In Cardinal, there are three Pay Terms:

- **30 – Net 30 -** This term is used when there is no specified payment date in the contract and payment is due thirty days after the receipt of the invoice or goods or services, whichever is later.

- **00PP – Due Immediately Prompt Payment** (Due now PP) - This term is used when there is a specified payment due date in the contract.

- **00 – Due Immediately** (Due Now) - This term is used when the voucher does not require a due date and is not subject to Prompt Payment statutes.

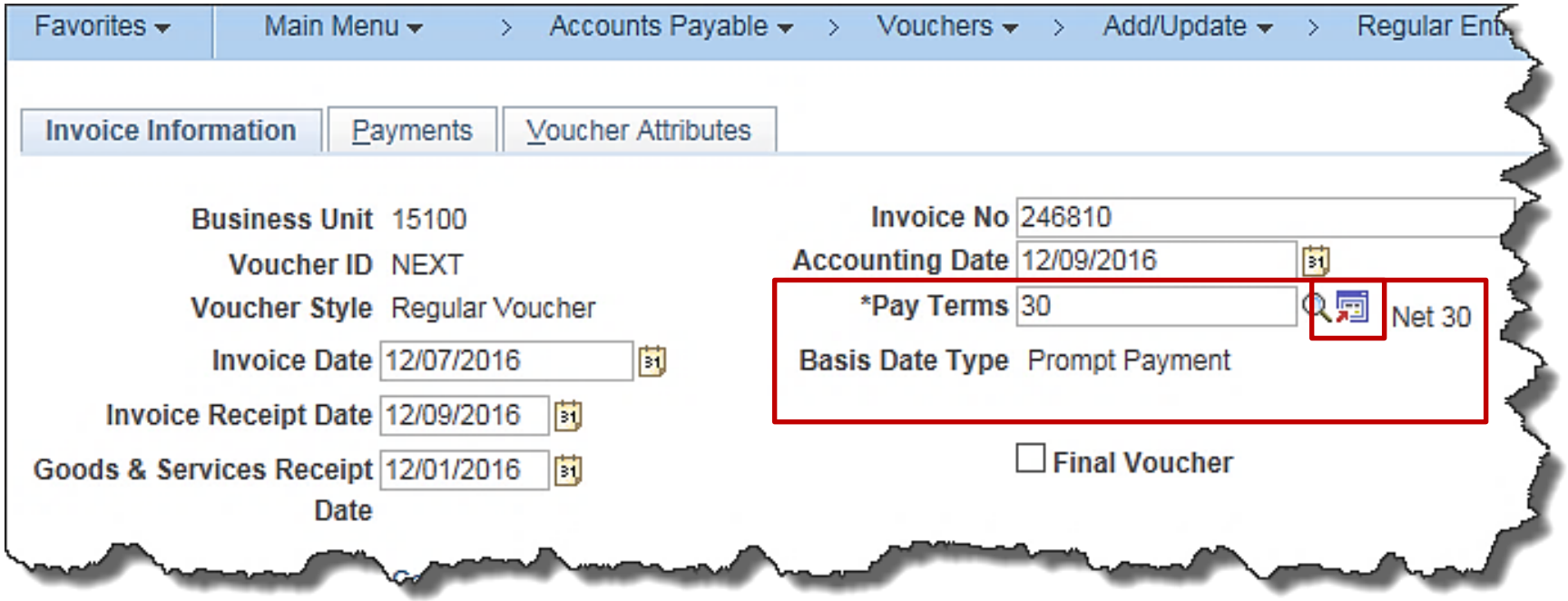
For more detailed information about pay terms, see the job aid entitled **SW AP312: Using Pay Terms** located on the Cardinal website in **Job Aids** under **Training**.

Invoice Information Page: Pay Terms

- **Pay Terms:** This field defaults to **30 (Net 30)**. Leave the default if you want Cardinal to calculate a due date in compliance with Prompt Pay.

- **Basis Date Type:** This field specifies the business rule for due date calculation.

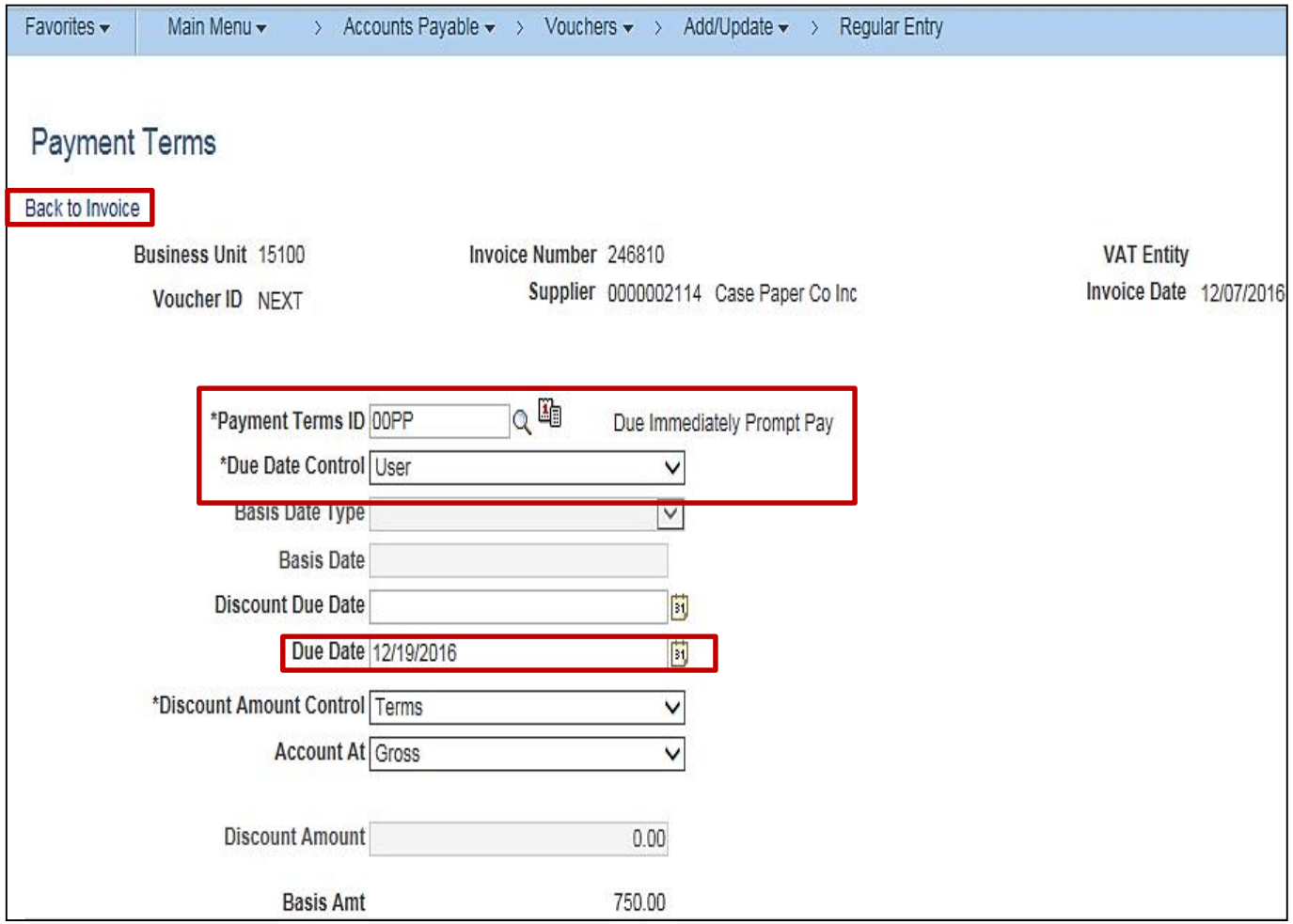
If you need to change the **Pay Terms** to **00 Due Immediately** or **00PP Due Immediately Prompt Pay**, click the **Pay Terms Details** icon.



Invoice Information Page: Basis Date Type (continued)

If the payment requires a due date other than the prompt pay calculated due date (**30**) use **00PP Due Immediately Prompt Pay**:

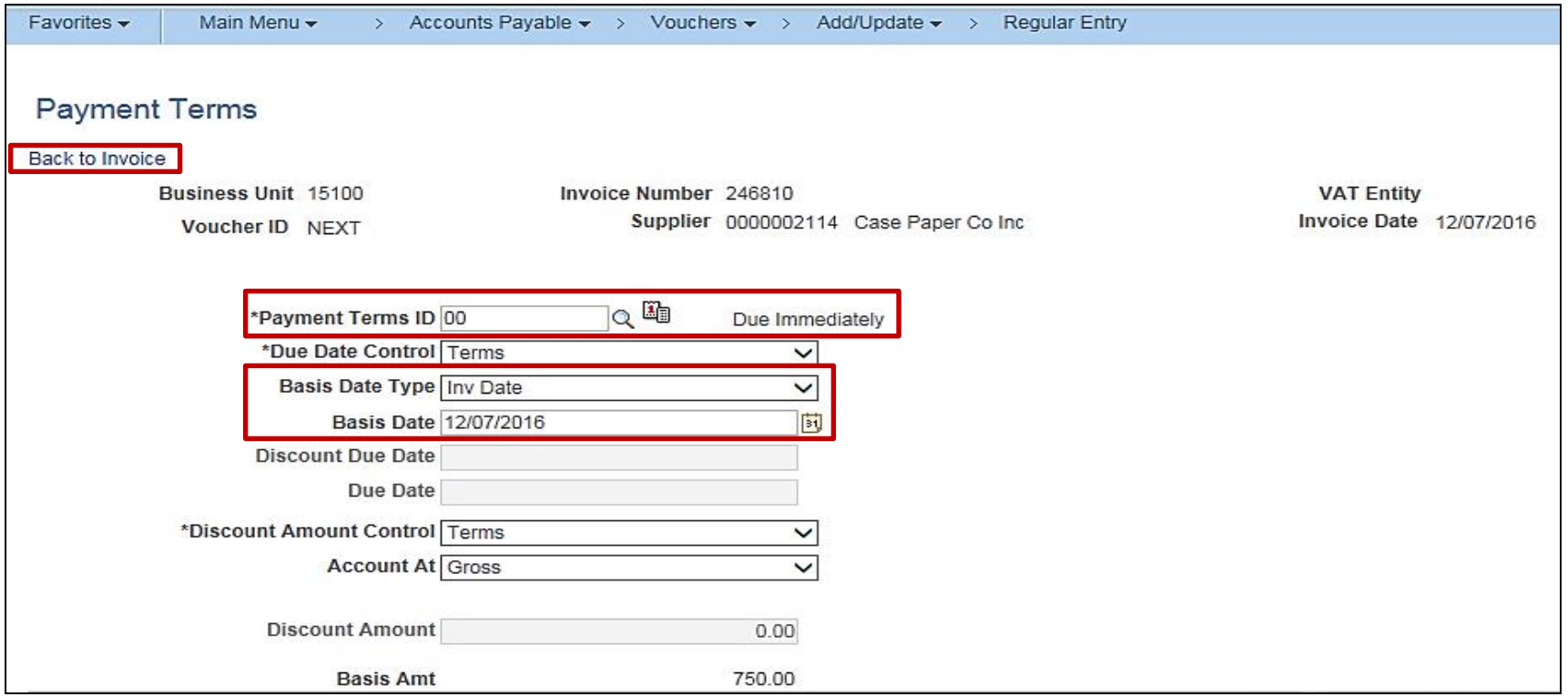
- Select the **Payment Terms ID 00PP Due Immediately Prompt Pay**.
- From the **Due Date Control** field drop-down menu, select **User**.
- Enter the appropriate date in the **Due Date** field.
- Click the **Back to Invoice** link.



Invoice Information Page: Basis Date Type

The **Payment Terms** page displays. If a payment does not require a due date and is not subject to Prompt Pay, use **00 Due Immediately**:

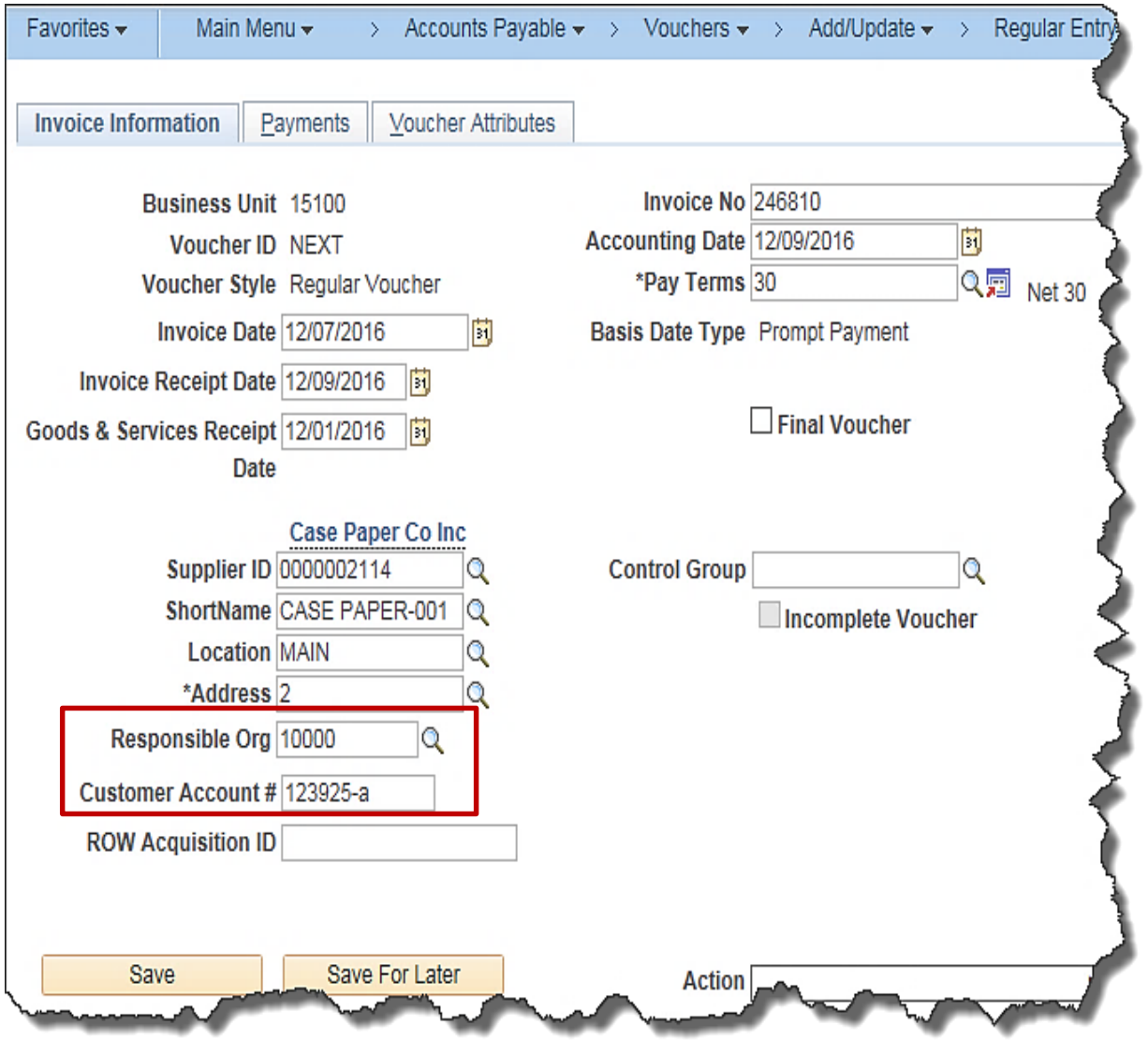
- Select the **Payment Terms ID 00 Due Immediately**.
- From the **Basis Date Type** drop-down menu select **Inv Date**.
- The **Basis Date** field populates (note that even if this date is in the past, this field still populates with that date).
- Click the **Back to Invoice** link.



Invoice Information Page

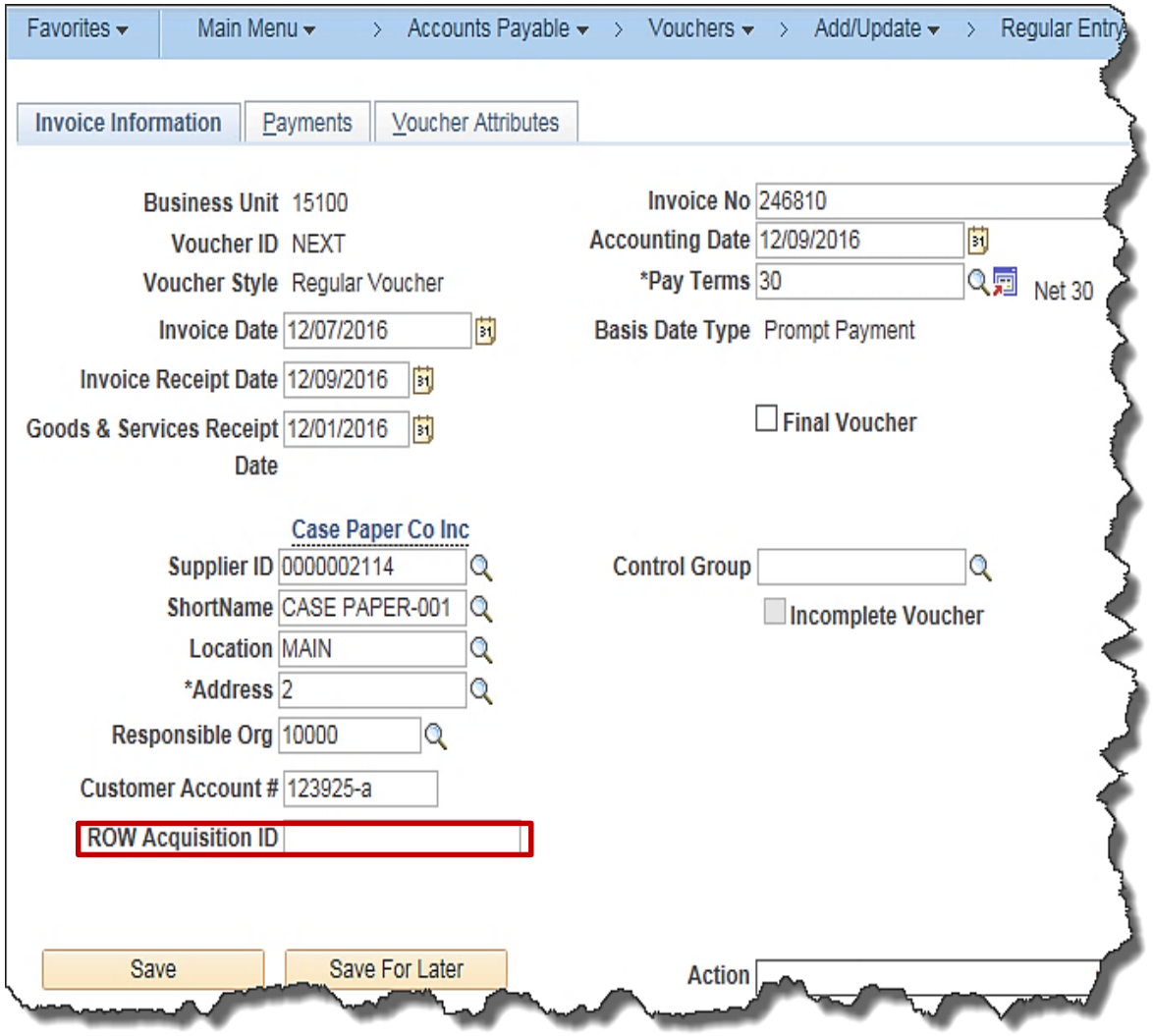
- **Responsible Org -** This field identifies the **Dept ID** (department) of the person entering the voucher and can be updated if the user is entering vouchers for another department. The value in this field is used to determine how the voucher routes for approval and reporting.

- **Customer Account #** - This field is optional. Enter your customer account number from the invoice if one exists. The customer account number displays in the remit section on the payment to assist the supplier with correctly applying the payment.



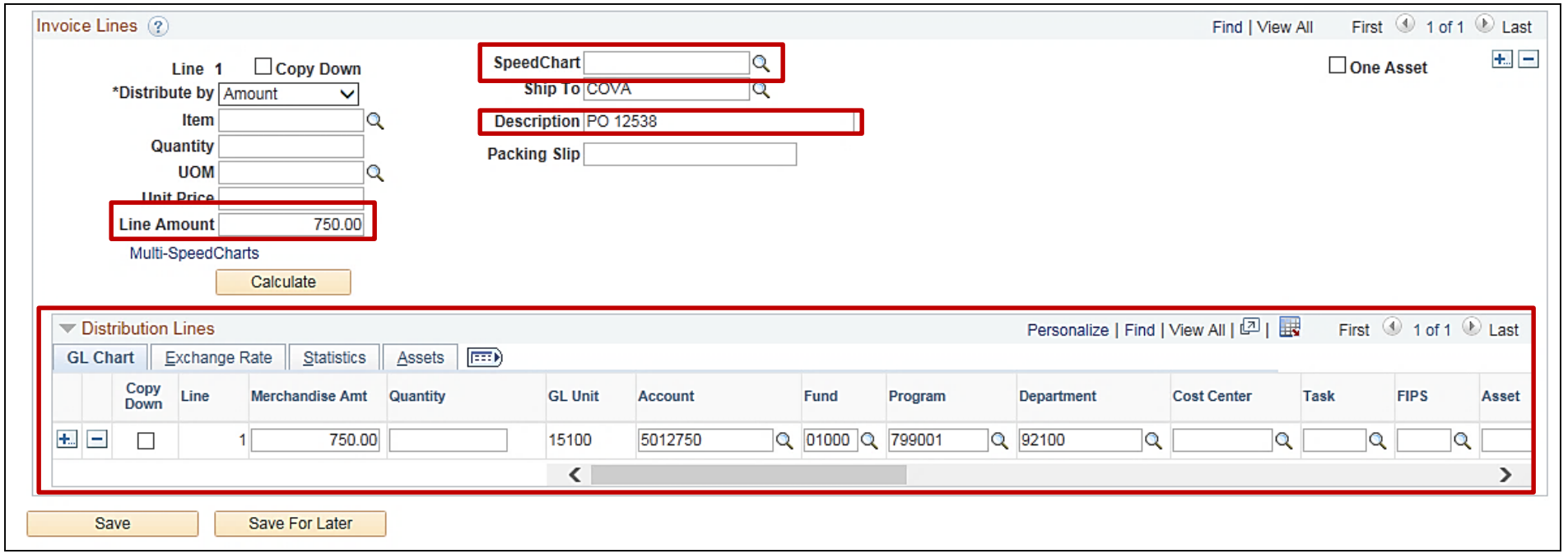
Invoice Information Page: ROW Acquisition Field

- **ROW (Right of Way) Acquisition ID:** This field is used in two ways:
  - Agency 50100 (VDOT) uses this field to capture the ROW Acquisition number for vouchers created to reimburse ROW landowners.
  - All other agencies use this field to store the social security number on vouchers processed for child support payments to the Department of Social Services (DSS).
- For more detailed information about **Right of Way (ROW) Acquisition ID** field, see the job aid entitled **SW AP312: Processing Child Support Payments** located on the Cardinal website in **Job Aids** under **Training**.



Invoice Information Page (continued)

- **SpeedChart:** A SpeedChart is a shortcut. It populates a predetermined Chart of Accounts value string (such as fund, program, department), in the distribution lines. Click the lookup icon to select a SpeedChart value if your agency elected to use them. Cardinal allows for multiple SpeedCharts to be used on an Invoice line. For more detailed information about **SpeedCharts**, see the job aid entitled **SW AP312: Multiple SpeedCharts on Invoice Line** located on the Cardinal website in **Job Aids** under **Training**.
- **Line Amount:** The total amount of the invoice line. A voucher can have more than one invoice line.
- **Description:** Use this field for your agency's PO number. Any information entered in the **Description** field carries over to the GL journal line.
- **Distribution Lines** section: This section provides the charge distribution information for the current invoice line. An invoice line can have more than one charge distribution.



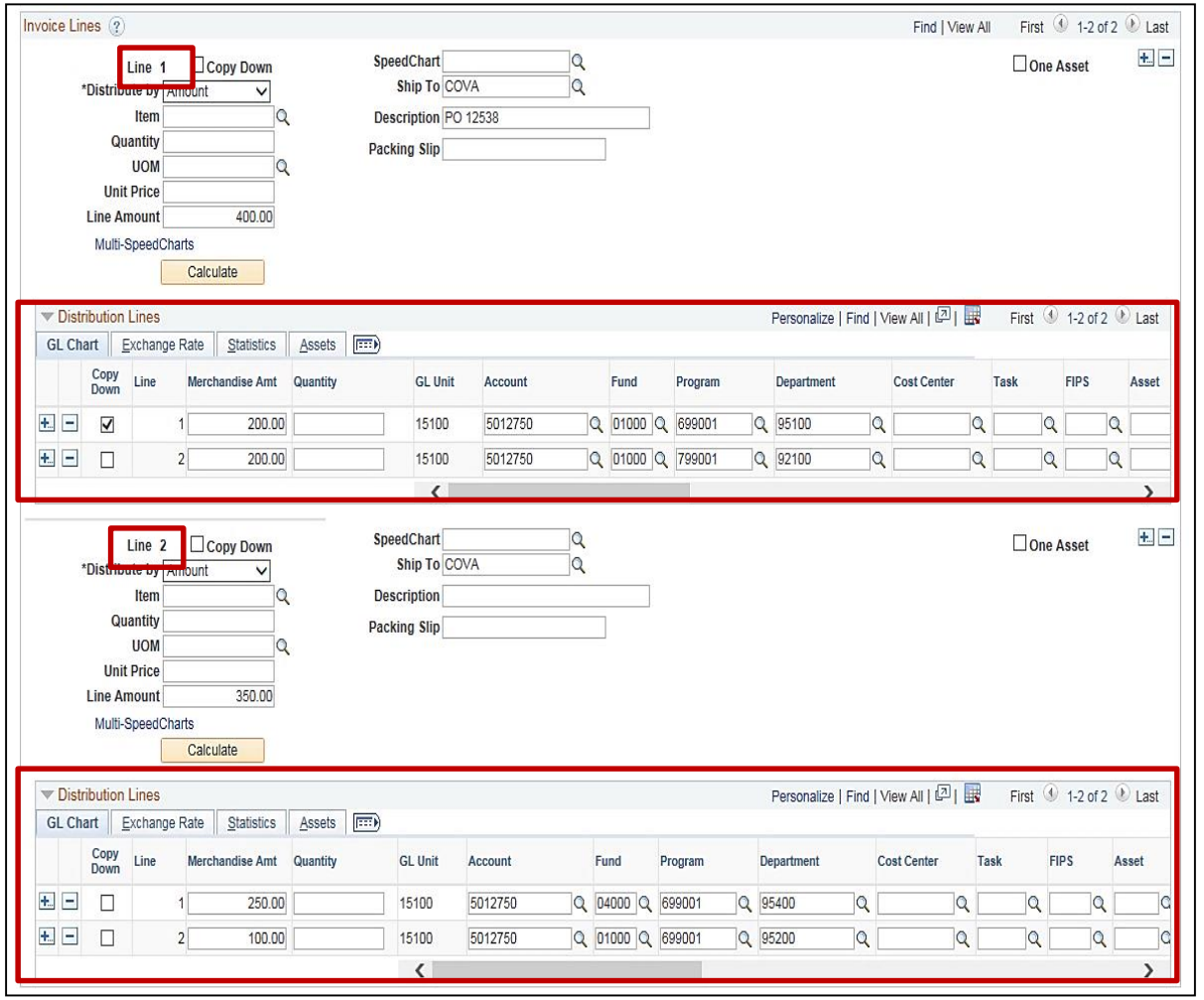
Invoice and Distribution Lines

Enter one voucher for each invoice. An invoice may be entered with more than one Invoice Line and more than one Distribution Line.

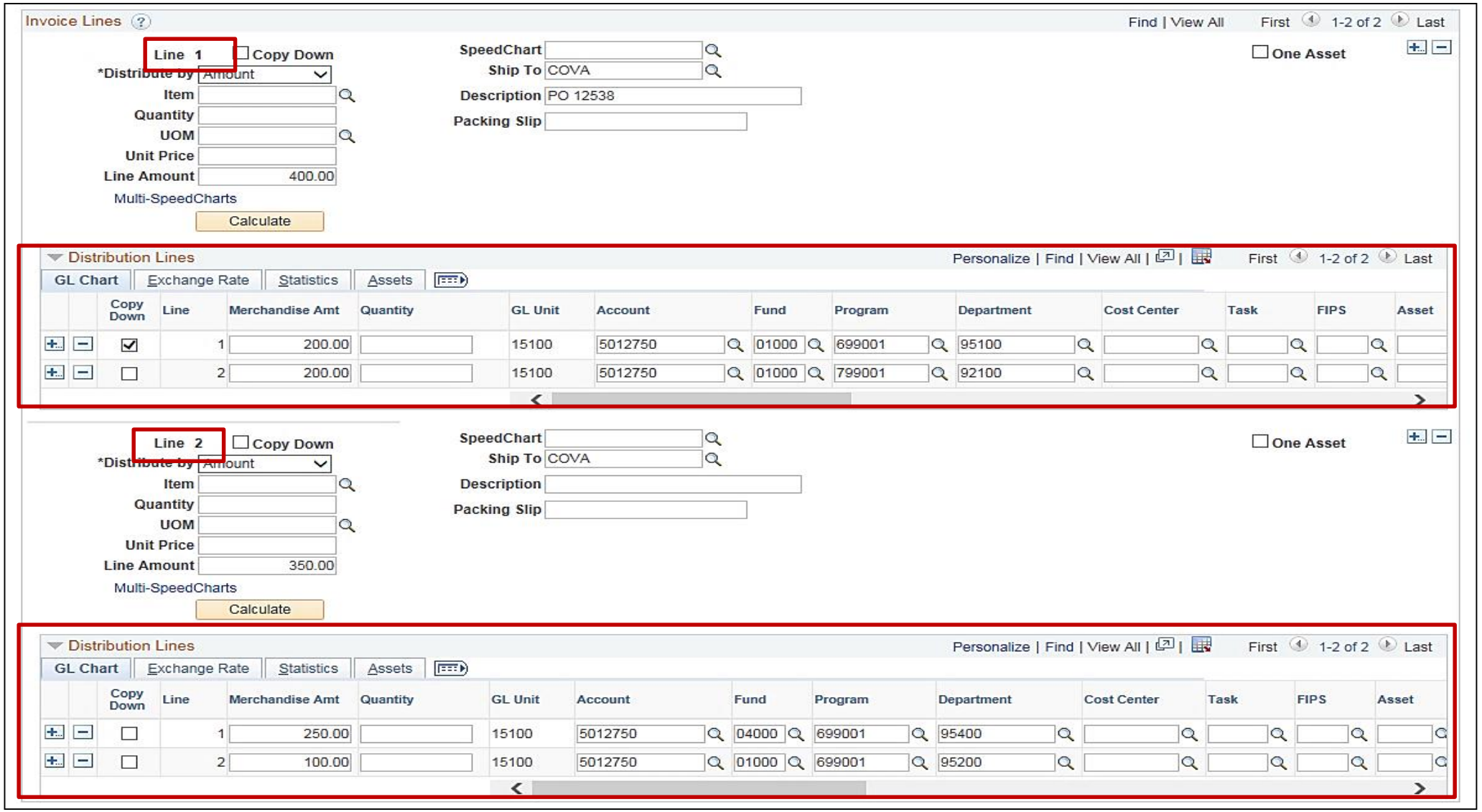
This **Invoice Information** page shows a voucher with two **Invoice Lines**. In this example, each **Invoice** Line has two **Distribution Lines**.

The **Invoice Line** sections track the information about each line on the invoice. For example, if you receive an invoice from an office supply company for office supplies and equipment repairs, enter one voucher with two invoice lines, one line for office supplies and one line for equipment repairs.

The **Distribution Lines** sections track where each invoice line is charged. Enter multiple distribution lines for each invoice line if applicable. This allows charging the cost of the office supplies to one department and spreading the cost of the equipment repairs to the departments who share the use of that equipment.



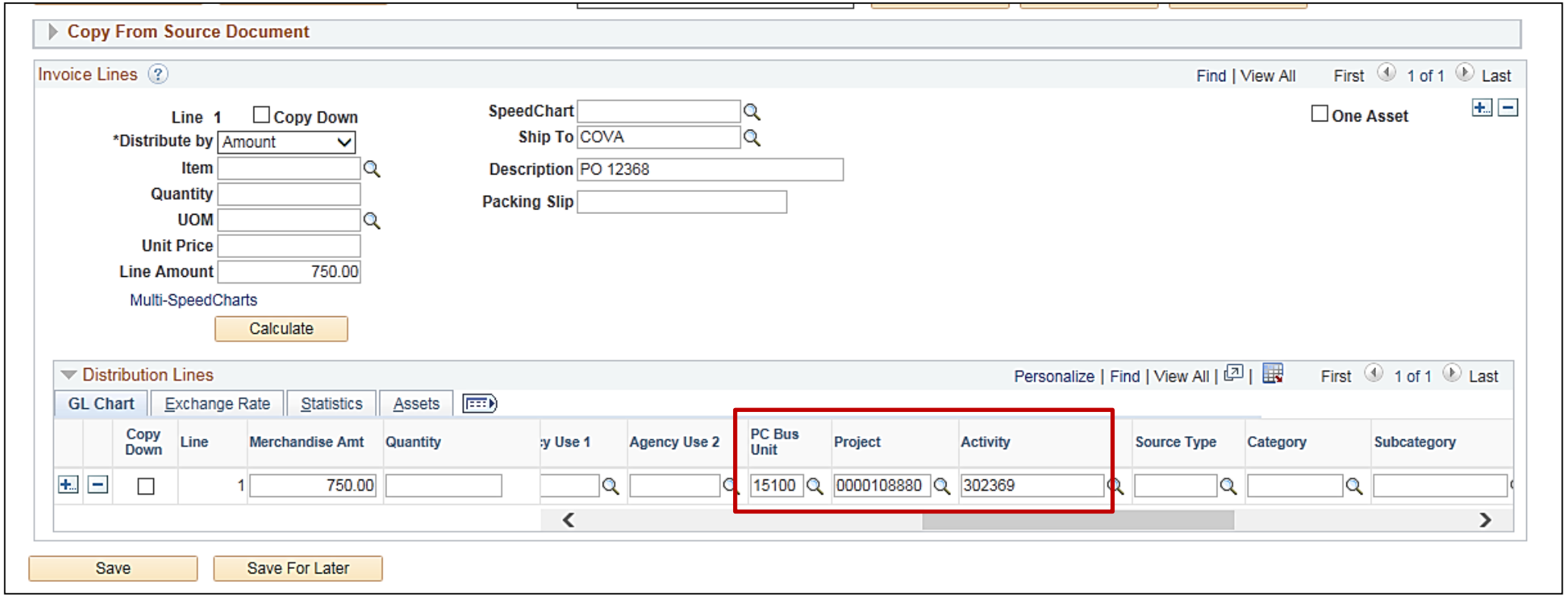
Invoice and Distribution Lines (continued)



Entering Projects on the Distribution Line

If you need to enter a value in the **Project** field on the distribution lines, first enter the Project Costing Business Unit (PCBU) in the **PC Bus Unit** field. The **PC Bus Unit** is the same value as the agency's Business Unit.

Select the appropriate **Activity** associated to the project.

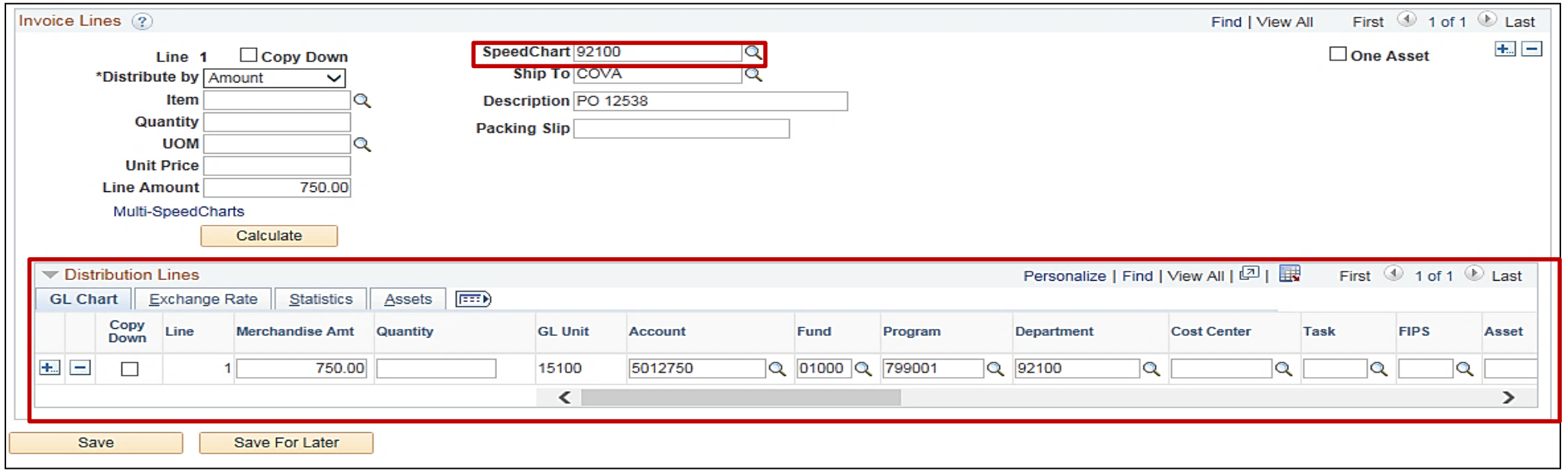


SpeedCharts

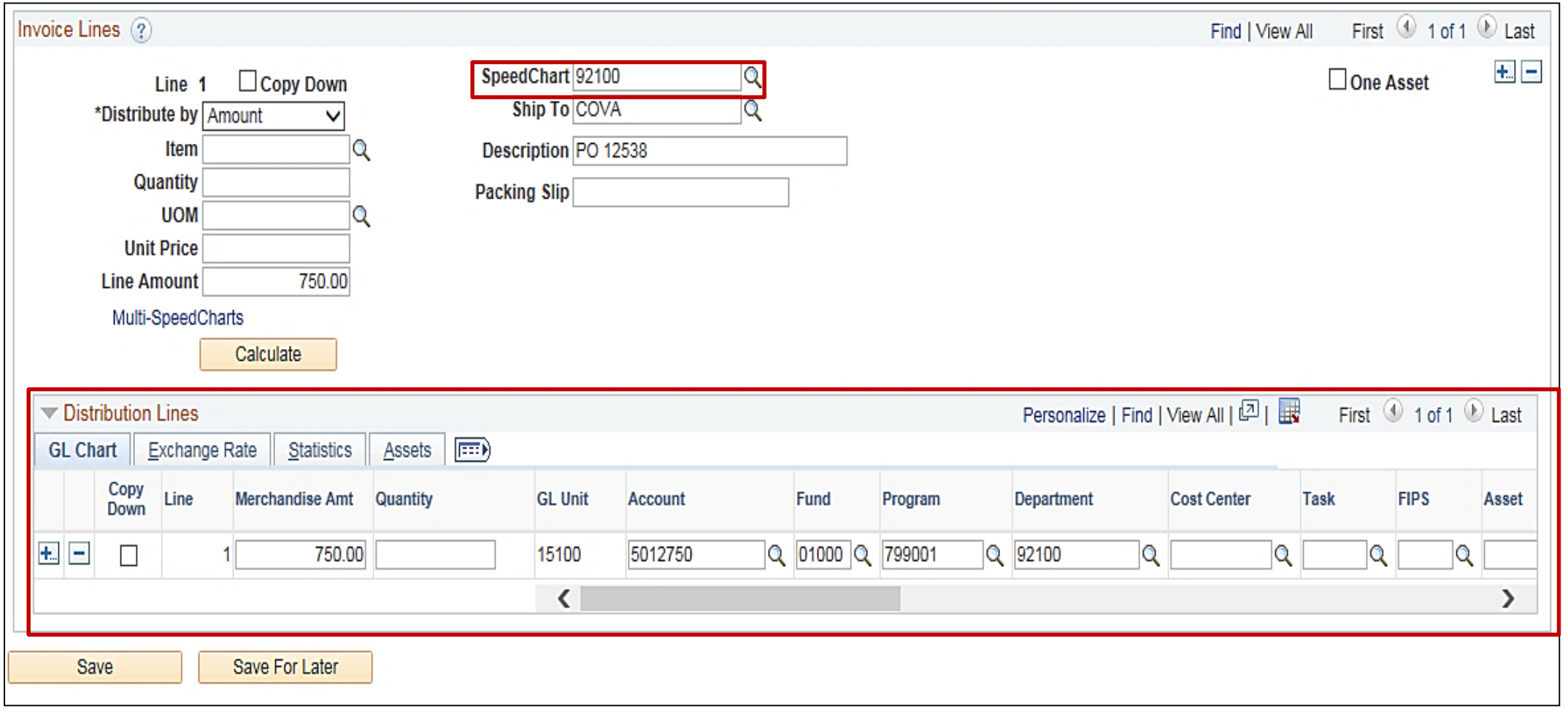
SpeedCharts simplify the entry of values on distribution lines. Each agency sets up its own SpeedCharts. Use the **APY0005_SPEEDCHARTS** query to see a list of SpeedCharts set up by your agency**.**

- Entering a **SpeedChart** auto-populates some ChartField values. If a SpeedChart is not specified, then all of the required fields must be completed manually.
- The **SpeedCharts** identify either **Cost Centers** or a **Department**. Selecting a SpeedChart for a Cost Center or Department, auto-populates some of the remaining ChartFields (e.g., **Fund, Program**, etc.). You may then need to enter values for other ChartFields (e.g., **Account,** etc**.**).

Cardinal allows the use of multiple SpeedCharts on a single Voucher Invoice Line. For more detailed information about the use of multiple SpeedCharts, see the job aid entitled **SW AP312: Multiple SpeedCharts on Invoice Line** located on the Cardinal website in **Job Aids** under **Training**.



SpeedCharts (continued)

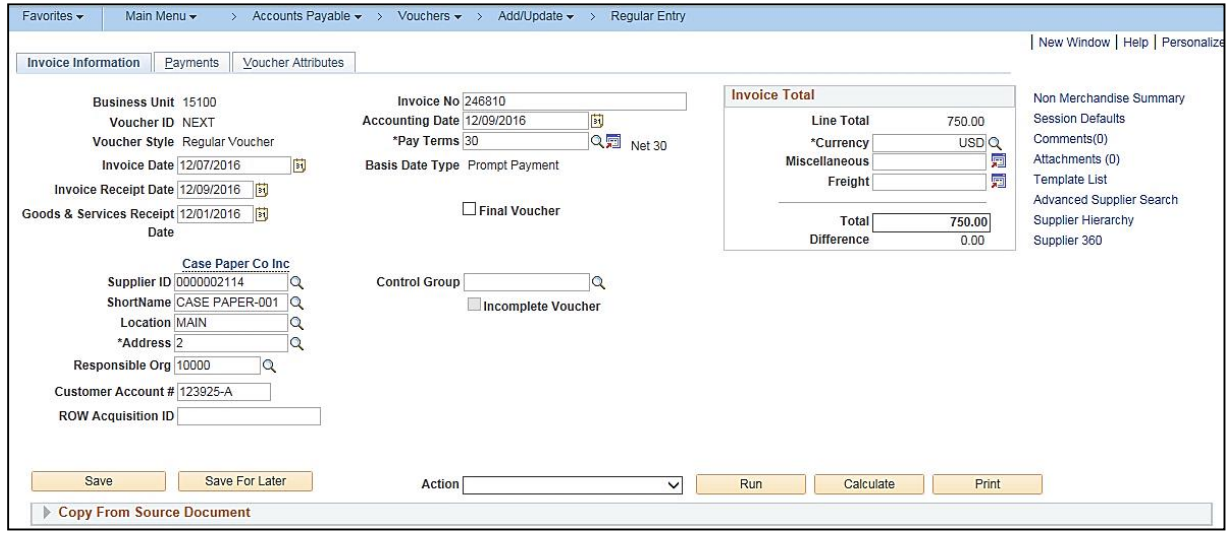


Interfaced Vouchers

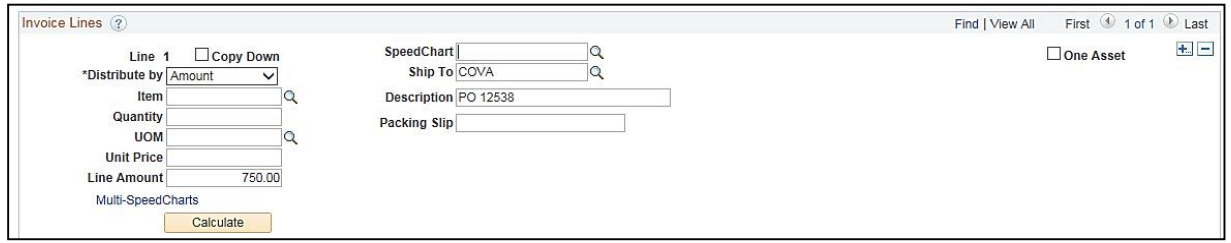
For interfacing agencies, the online voucher entry pages correspond to the following record types in the voucher upload file:

- **Voucher Header Record -** fields are entered on the top section of the page.
- **Voucher Line Record -** fields are entered online in the Voucher Line section.
- **Voucher Distribution Record -** fields are entered online in the Voucher Distribution section.

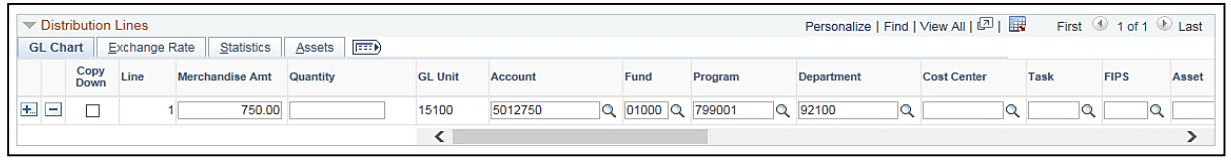
Voucher Header



Voucher Line



Voucher Distribution

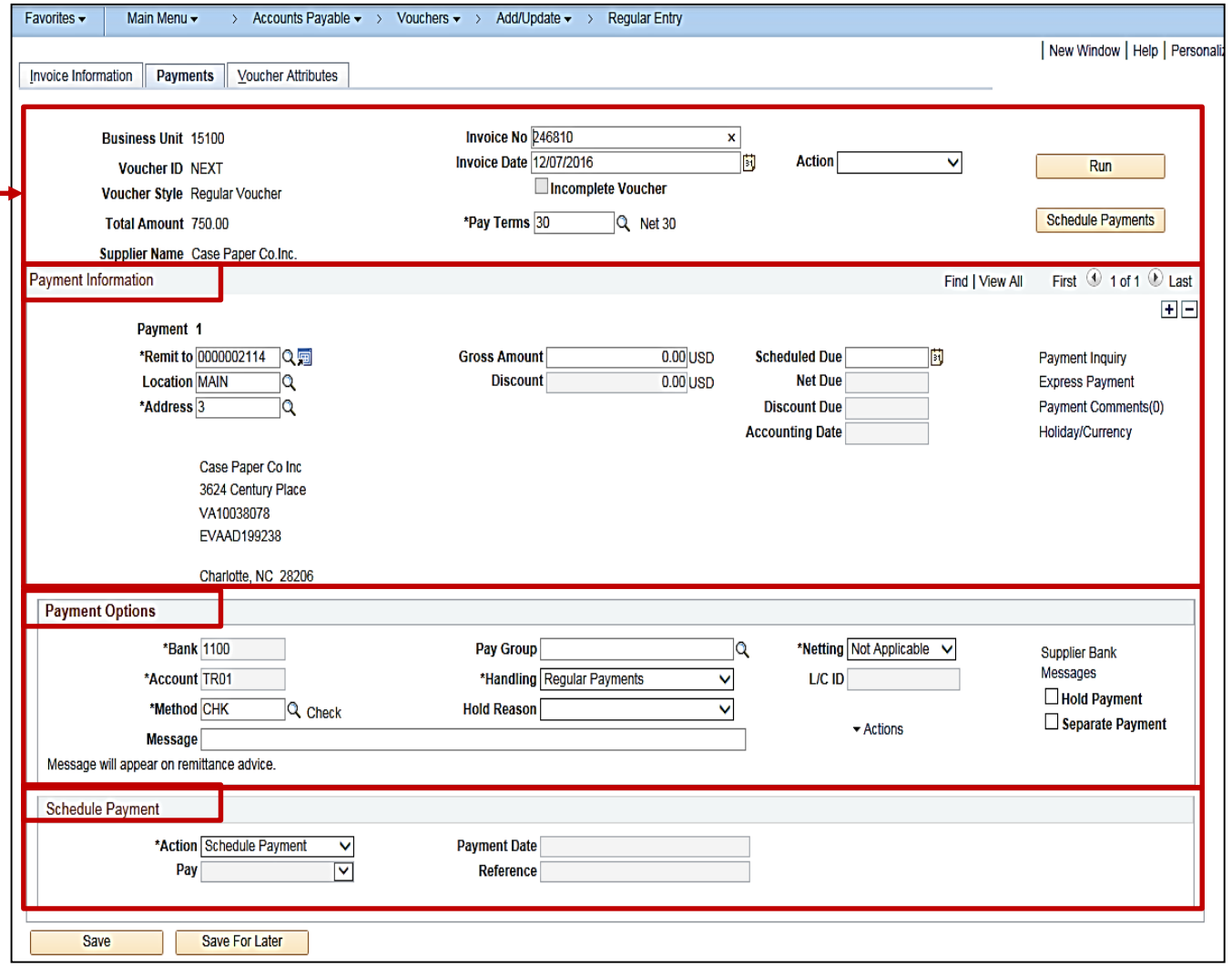


Payments Page

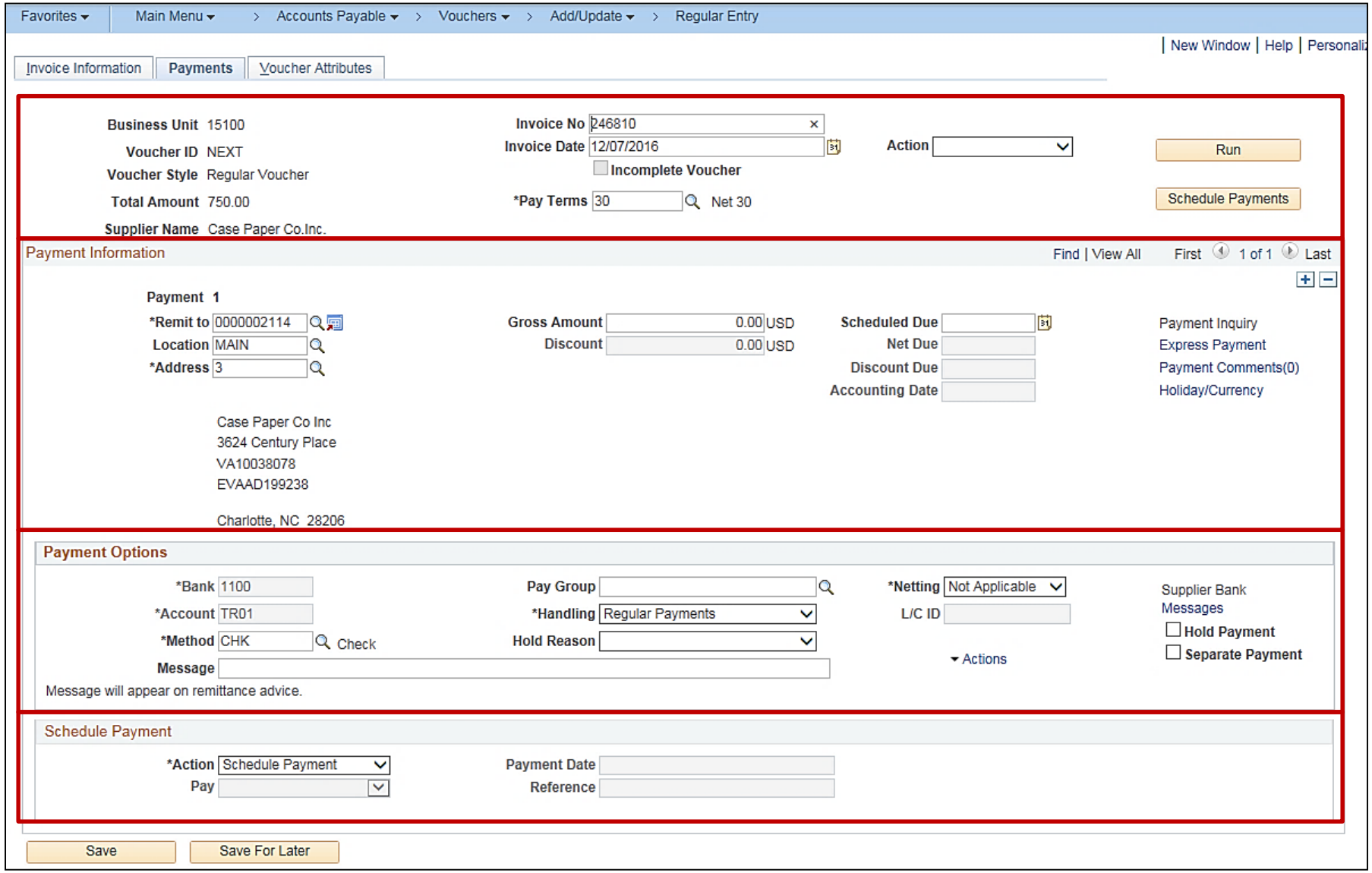
The **Payments** page displays information about how the voucher is being paid. Most voucher data defaults on the page from the **Payment Information** section of the supplier record and/or the **Invoice Information** page, and does not need to be changed.

The Payments page contains the following sections:

- **Header**
- **Payment Information**
- **Payment Options**
- **Schedule Payment**



Payments Page (continued)

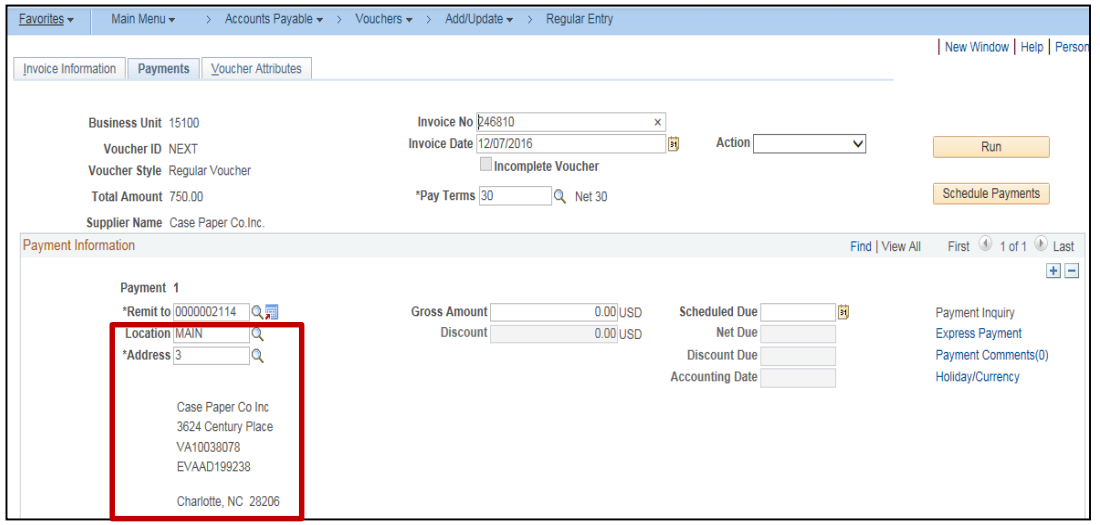


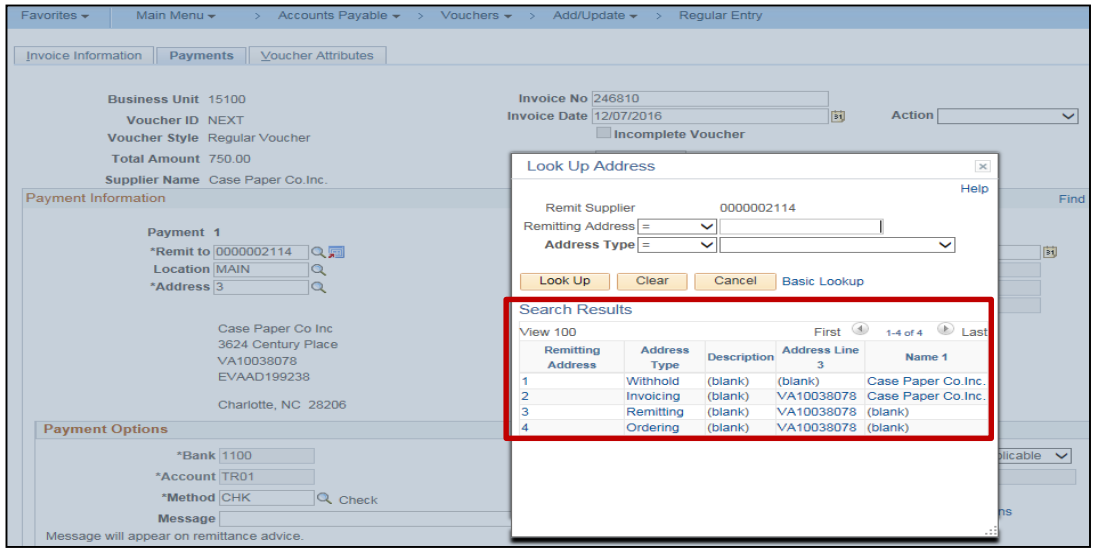
Verifying Supplier Payment Address

When you enter a voucher, check the **Address** and **Location** values on the voucher **Payments** tab. A supplier may have multiple addresses and locations from which to choose.
Clicking the magnifying glass opens the **Look Up Address** and **Look Up Location** windows.

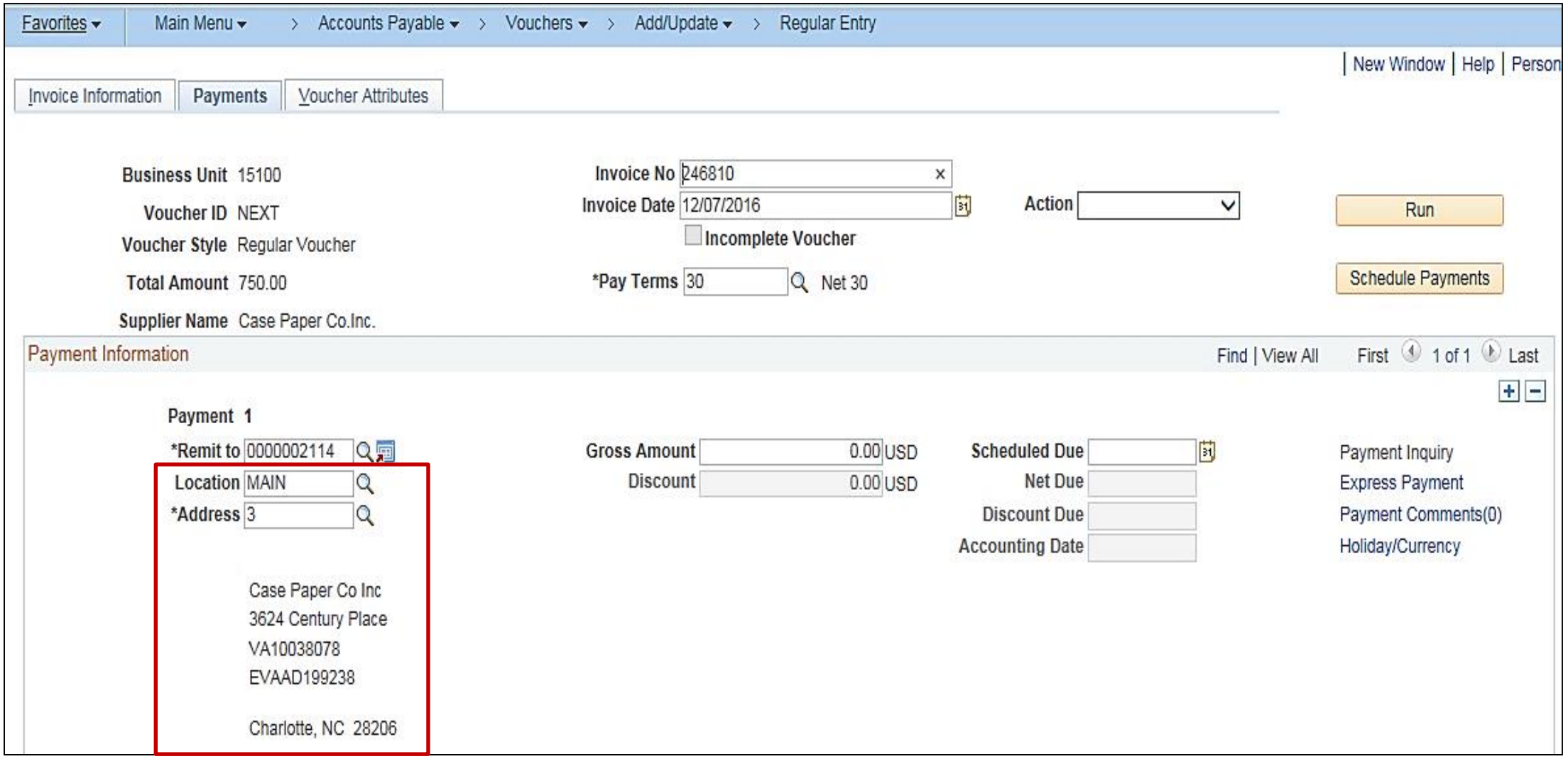
The **Look Up Address** popup box does not display the actual physical address type. You can see the **Remitting Address** number. When you verified the supplier address that you need to use, this number will be the number of that address. Select the address number and the physical address displays under the **Address** field on the **Payments** page. Verify that this address is the correct one.

If the address or location you need is not listed, you can request that it be added. For fiscal suppliers, send the Vendor Maintenance Request Form to CVG at the Department of Accounts (DOA). For eVA suppliers, contact the Department of General Services (DGS).

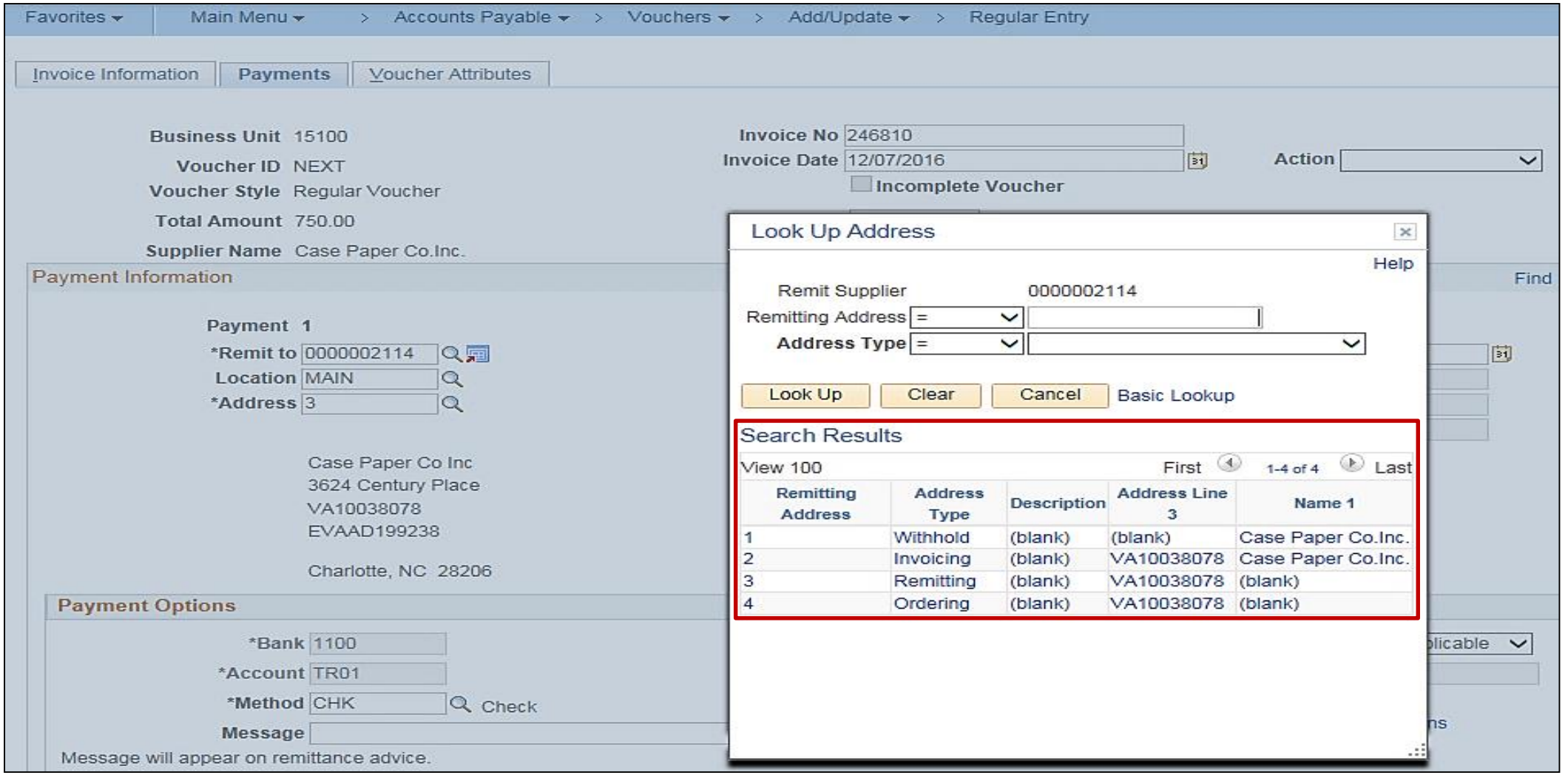




Verifying Supplier Payment Address (continued)

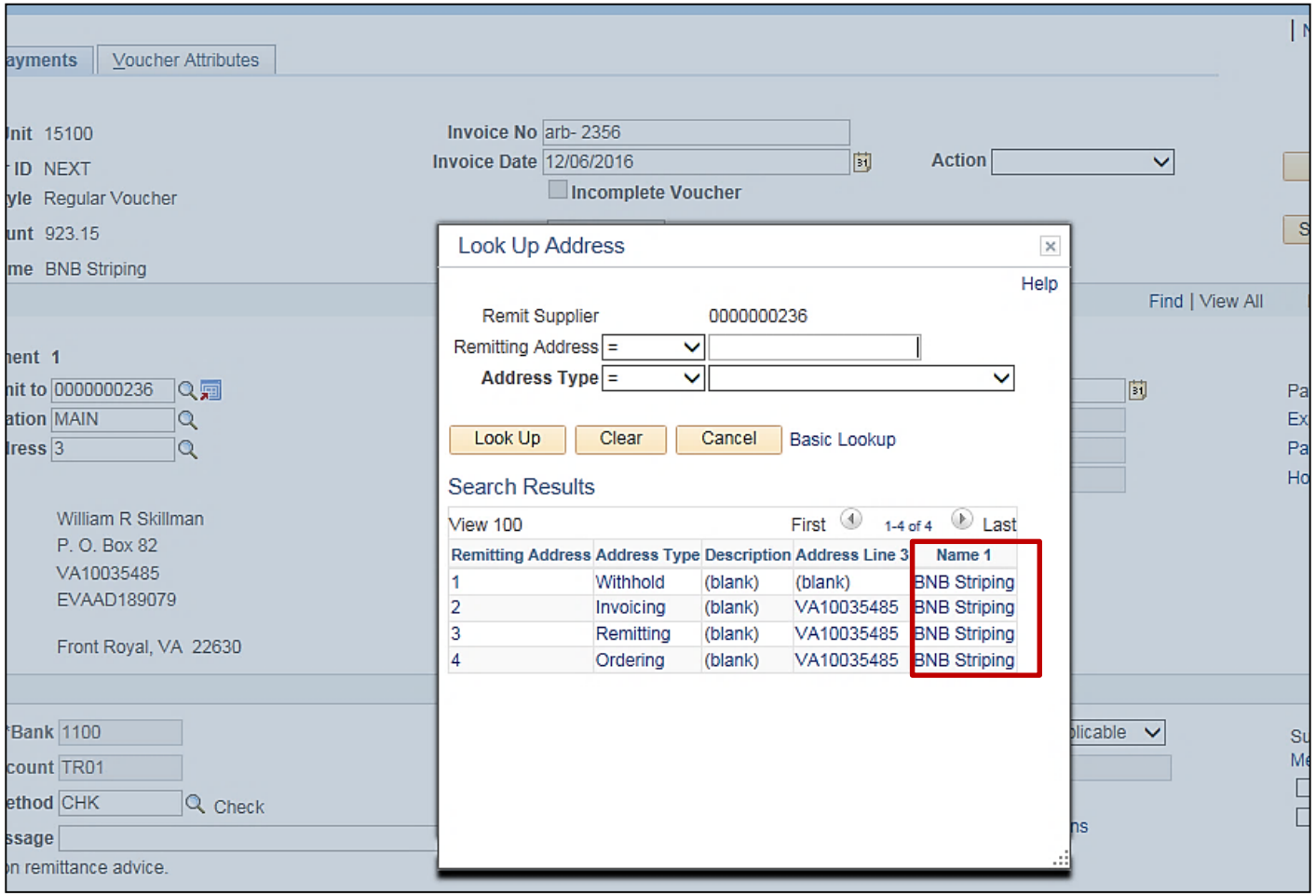


Verifying Supplier Payment Address (continued)



Verifying Supplier Payment Address: Alternate Payee

Cardinal allows an **Alternate Payee** to be set up on an address for a supplier to be used on payment forms instead of the supplier name. When verifying the address for an alternate payee, be sure to select the correct address with the **Alternate Payee** name. If an **Alternate Payee** name exists, it will be listed in the **Name 1** field of the address lookup results.



Verifying Supplier Location: LEVY

If a supplier has a lien, levy, garnishment, etc., CVG updates the supplier (fiscal and eVA) with a new default **Location** called **LEVY XXX**, where XXX is the agency number. Before taking any action, determine whether the supplier has a lien, levy, garnishment, etc. that is applicable to your agency:

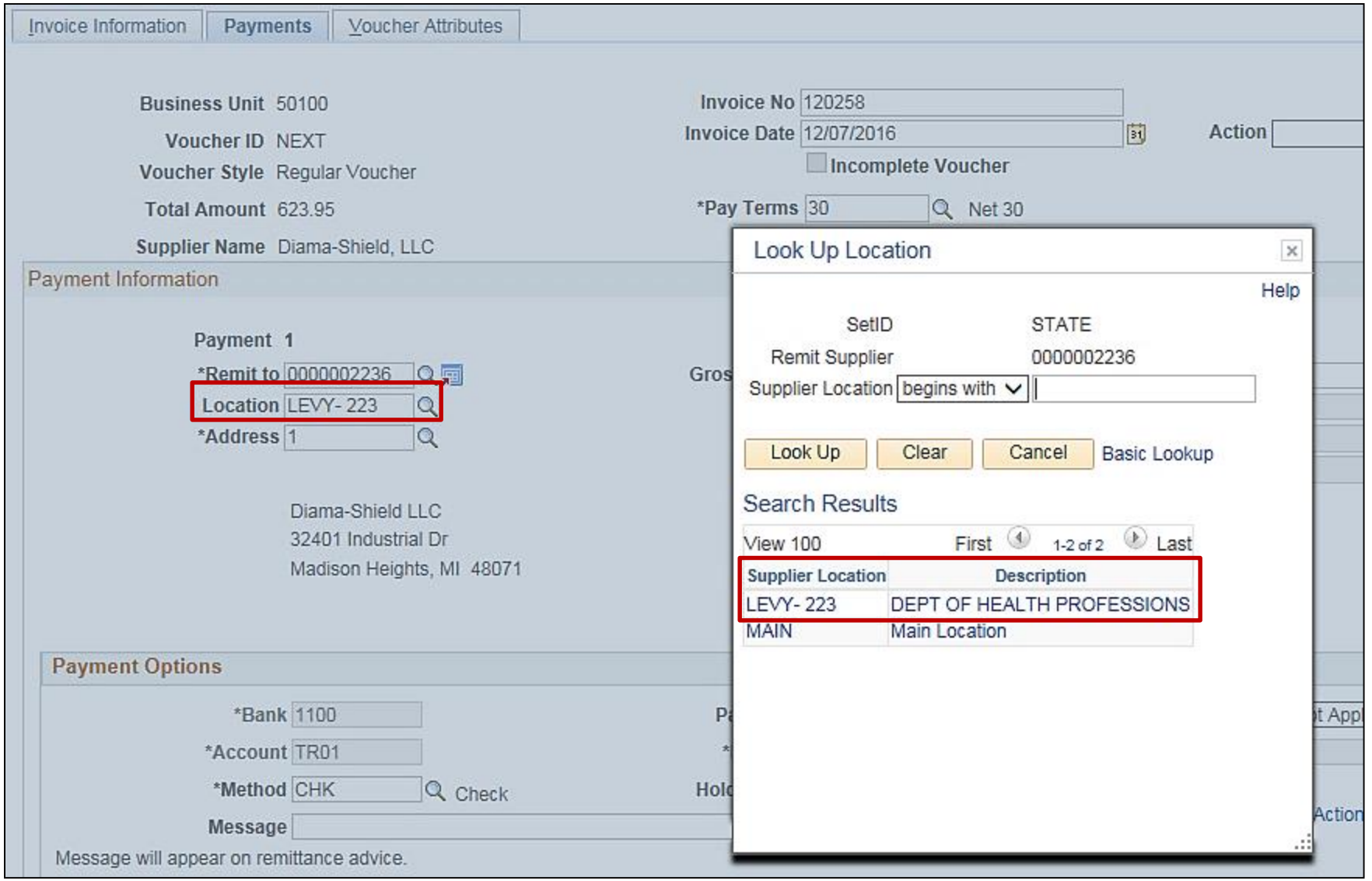
- Click the **Look Up** button next to the **Location** field to display the **Look Up Location** dialog box.

- Under **Search Results**, view the **Description** for the **LEVY** location to see who filed the lien, levy, garnishment, etc. A supplier may have more than one **LEVY** location, so be sure to review the **Description** field for each.

For more detailed information about liens, levies, garnishments, etc., if applicable to your agency, see the job aid entitled **SW AP312: Processing Internal Payment Offsets** located on the Cardinal website in **Job Aids** under **Training**.

If the lien, levy, garnishment, etc. is not applicable to your agency, select the appropriate **Location** for the voucher payment.

Verifying Supplier Location: LEVY (continued)

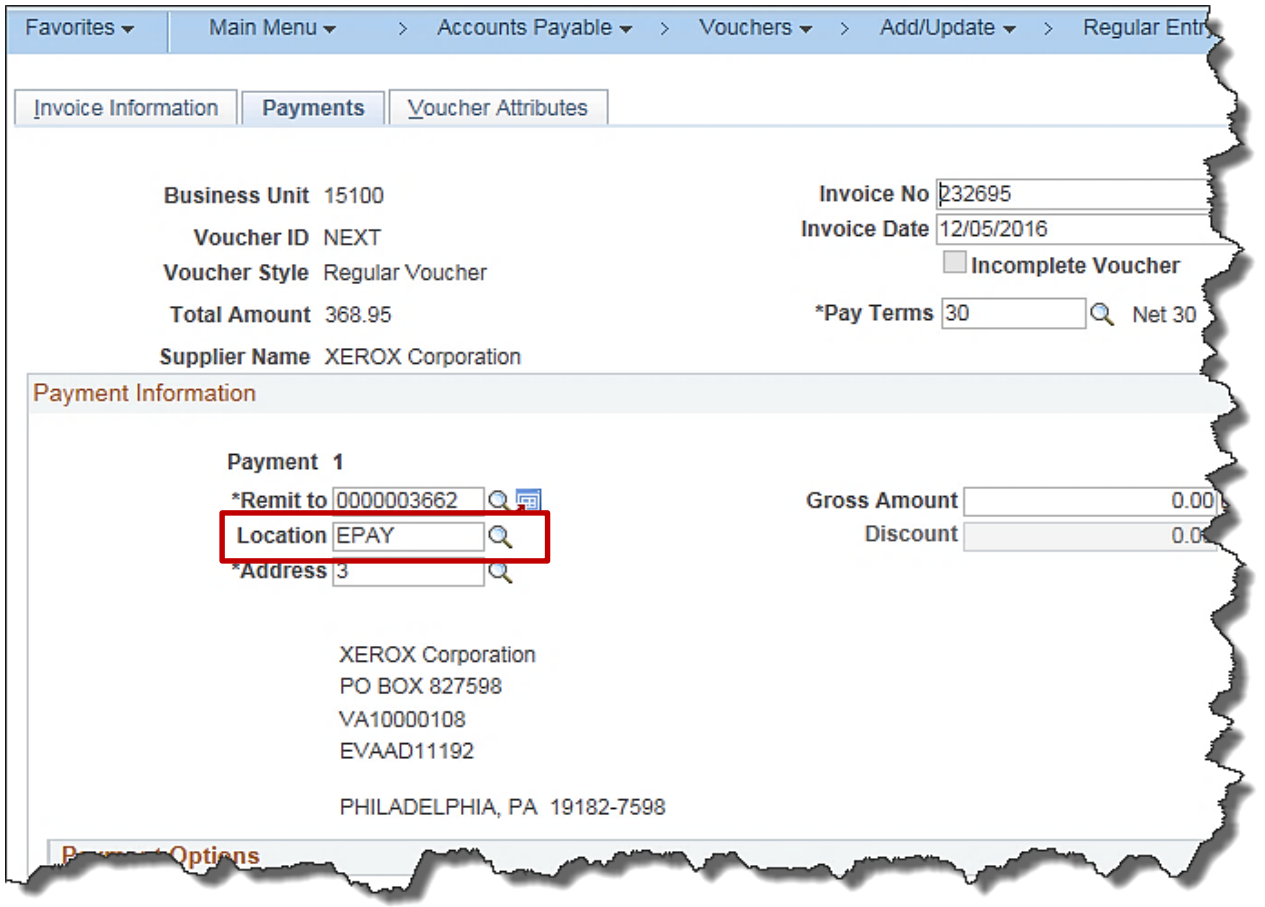


Verifying Supplier Location: EPAY

If the **Location** is **EPAY**, do not change it. This supplier has signed up to be paid through ePayables.

EPayables is the **Location** used by the Commonwealth of Virginia to process card payments to suppliers. ePayables enables DOA to direct supplier payments to a virtual charge card.

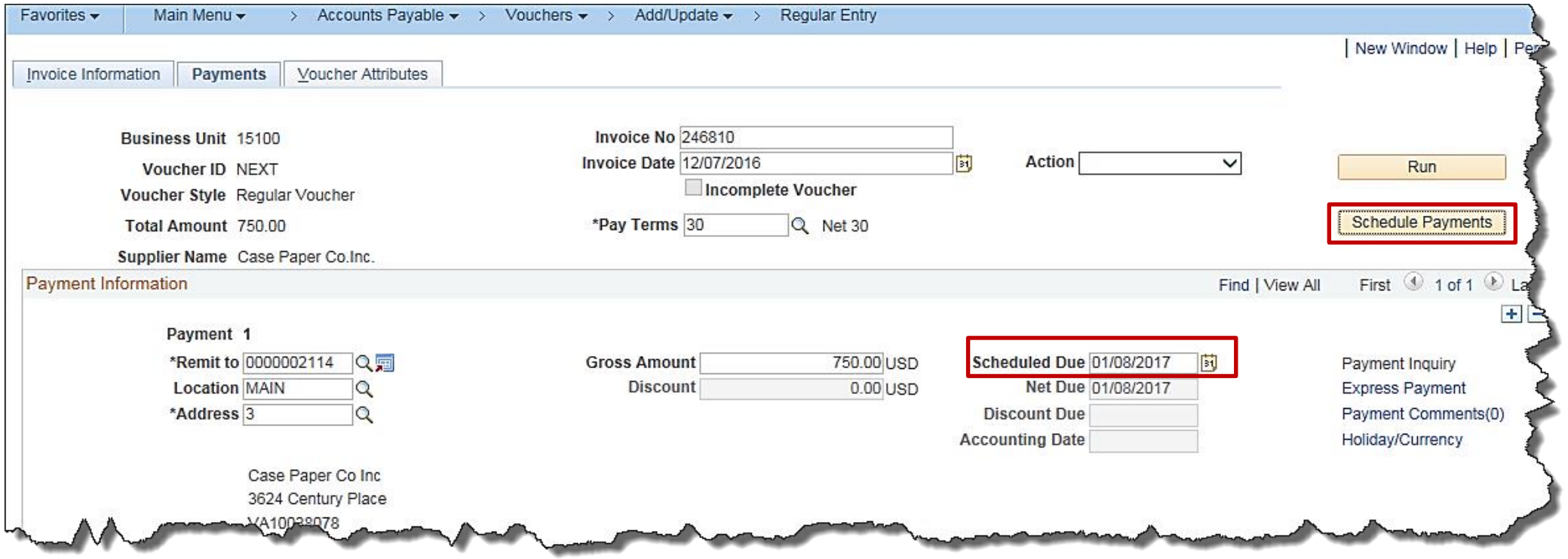
As an incentive for suppliers to sign up to receive payments via ePayables, payments are processed up to 14 days earlier than the set due date.



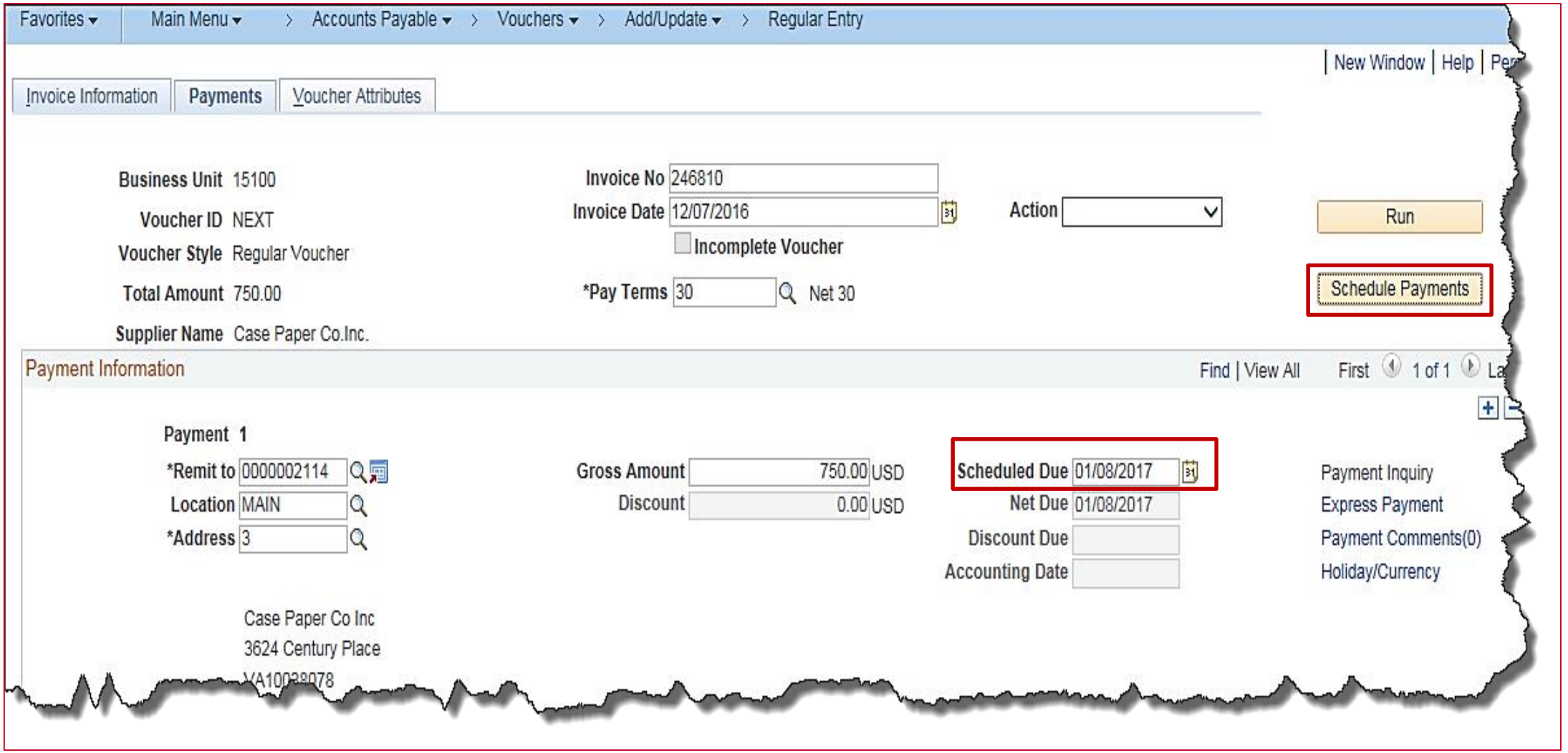
Scheduled Due Date

The **Scheduled Due** field displays the voucher due date. When you initially save the voucher, Cardinal calculates this date automatically based on the **Pay Terms** and **Basis Date Type**.

The **Scheduled Due** displays a date when the voucher is saved, or you can click the **Schedule Payments** button to view the date prior to save. This date reflects the actual calculated due date even if the date is in the past. If the **Scheduled Due** date is in the past, it will be selected for payment the day it is approved.



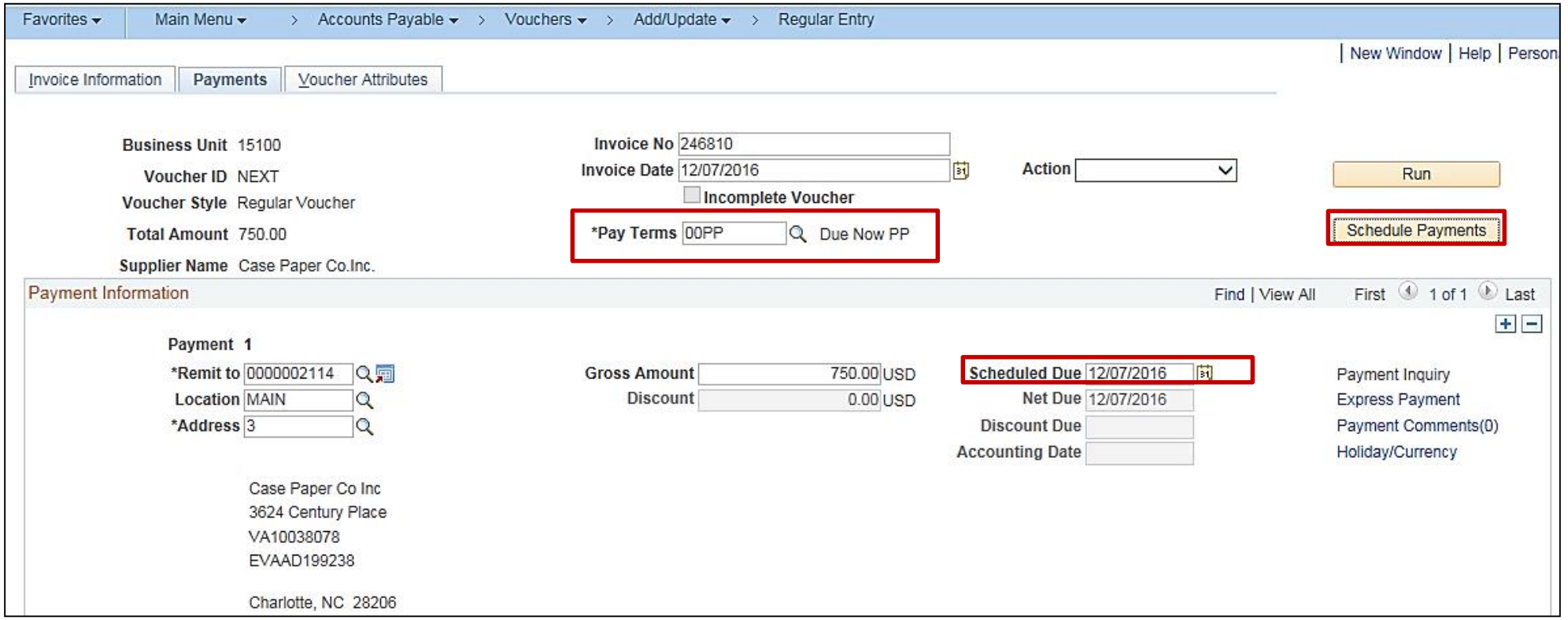
Scheduled Due Date (continued)



Scheduled Due Date (continued)

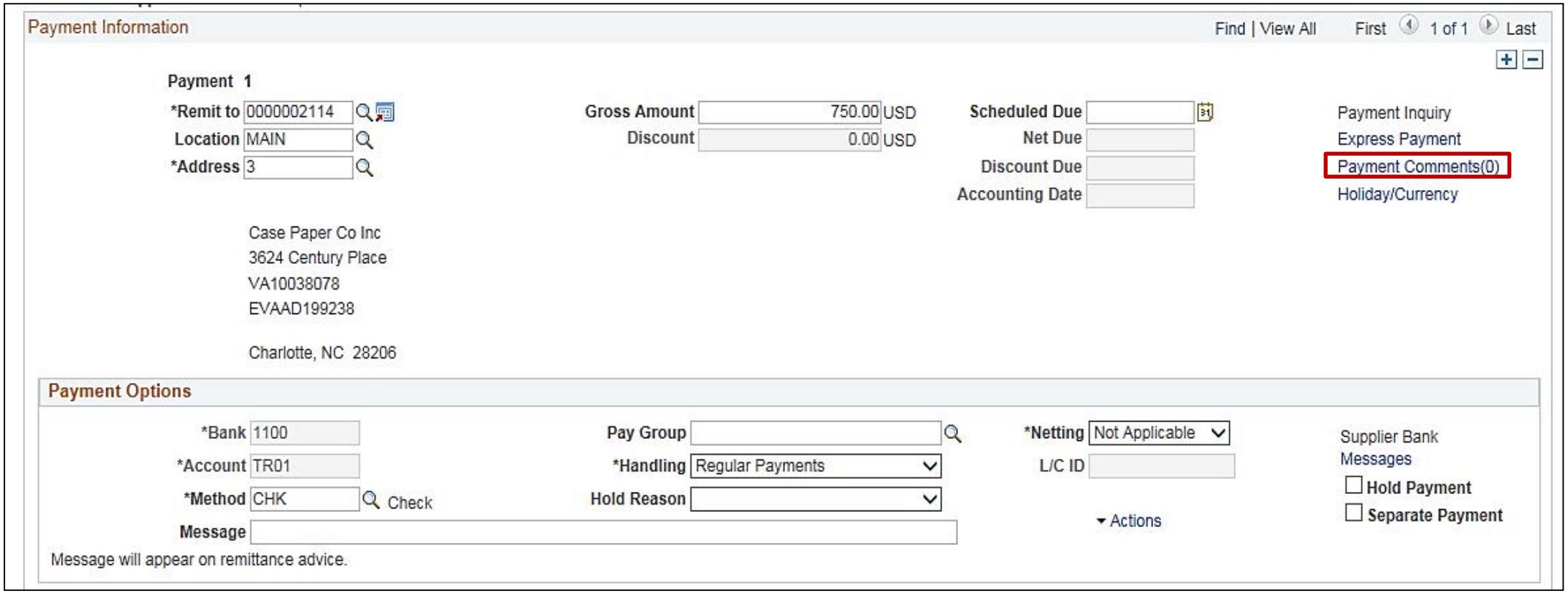
A payment date can be entered directly in the **Scheduled Due** field by users with the corresponding security roles. The **Pay Terms** must be **00PP** (Due Immediately Prompt Pay) in order to be able to change the scheduled due date.

The date is recalculated when you save or when you click the **Schedule Payments** button.



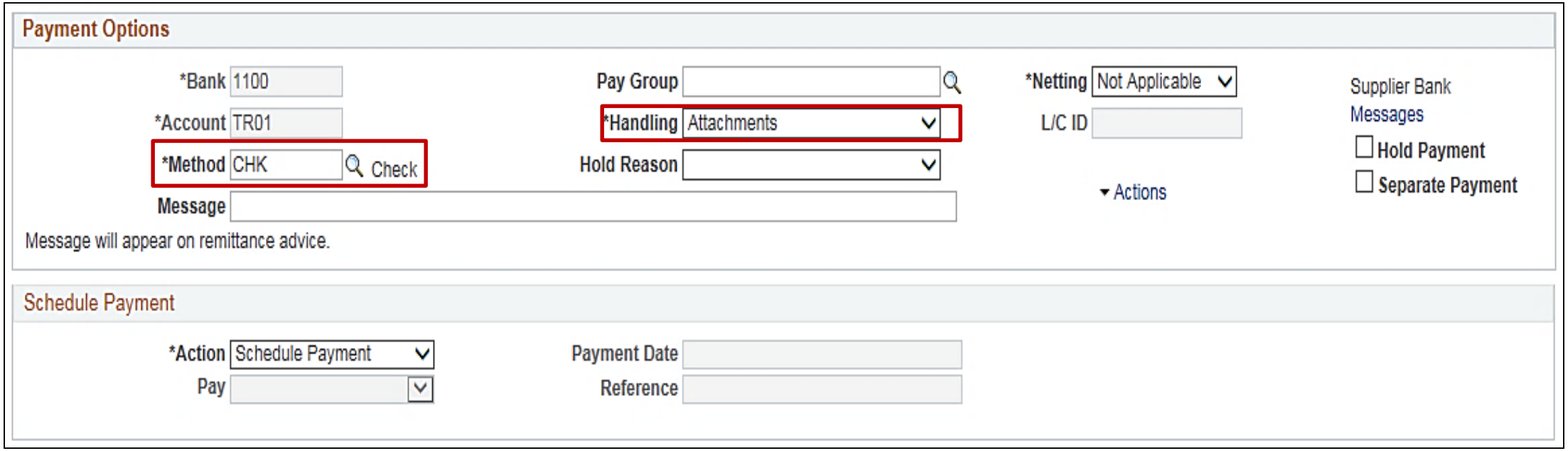
Payment Comments

Click the **Payment Comments** link to enter comments associated with the payment. These comments are for internal use and do not appear on the remittance advice.



Payment Handling

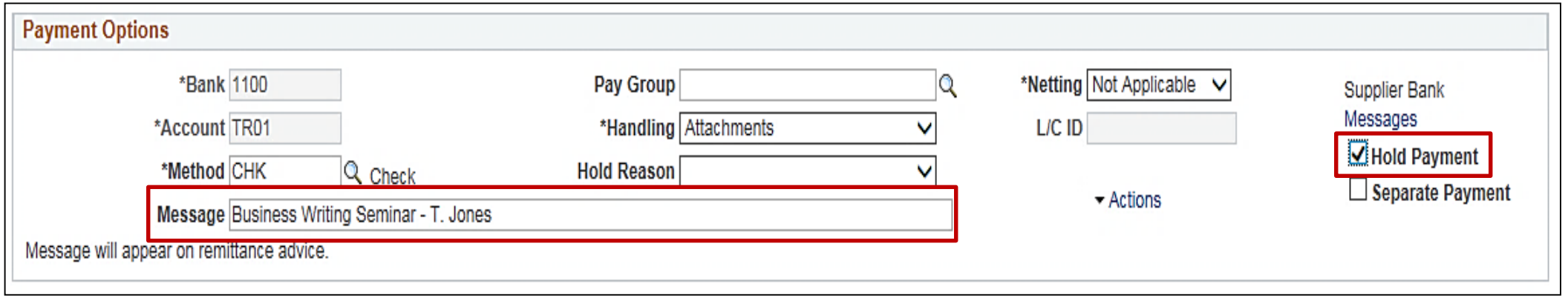
If you need a check returned to you for special handling, change the **Handling** field to **Attachments** and make sure the **Method** field is **CHK** (Check).



Hold Payment and Remittance Message

If the **Hold Payment** checkbox is checked, Cardinal will not issue a payment for the voucher until the hold is removed. However, the voucher still goes through the budget check, approval, and posting processes. This checkbox can be modified by users with corresponding security roles.

The **Message** text field populates the remittance advice on the payments. Enter a short and concise payment message that will help the supplier apply the payment correctly. Do not leave this field blank. If the **Message** field is left blank, it populates with **Remittance**. Other fields that appear on the remittance include: **Invoice #**, **Invoice Date**, **Voucher ID**, and **Customer Account #** (if populated).

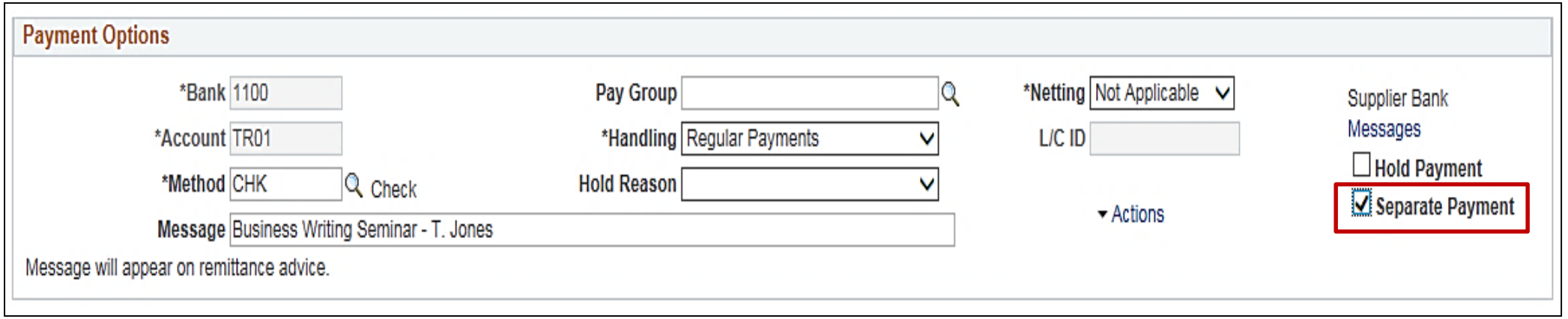


CDS Offset Message

If a payment was impacted by a CDS Offset, it displays in the **Message** field on the **Payments** page. The supplier will also see a message with the amount added to the end of the payment message in the remittance section of the check or EDI payment.

Separate Payment

- Cardinal normally combines all of a supplier's vouchers that are due on the **same date for the same business unit** into a single payment (for the same payment method e.g., check, ACH, EFT, Giro EFT).
- There is no limit to the number of vouchers that can be combined into a single payment for most payment methods.
- A maximum of seven vouchers can be combined in a single check payment.
- Selecting the **Separate Payment** checkbox prevents a voucher from being combined with others. Cardinal generates a separate payment for the single voucher which is then transmitted to Treasury to complete the payment.



EFTPS Information Page

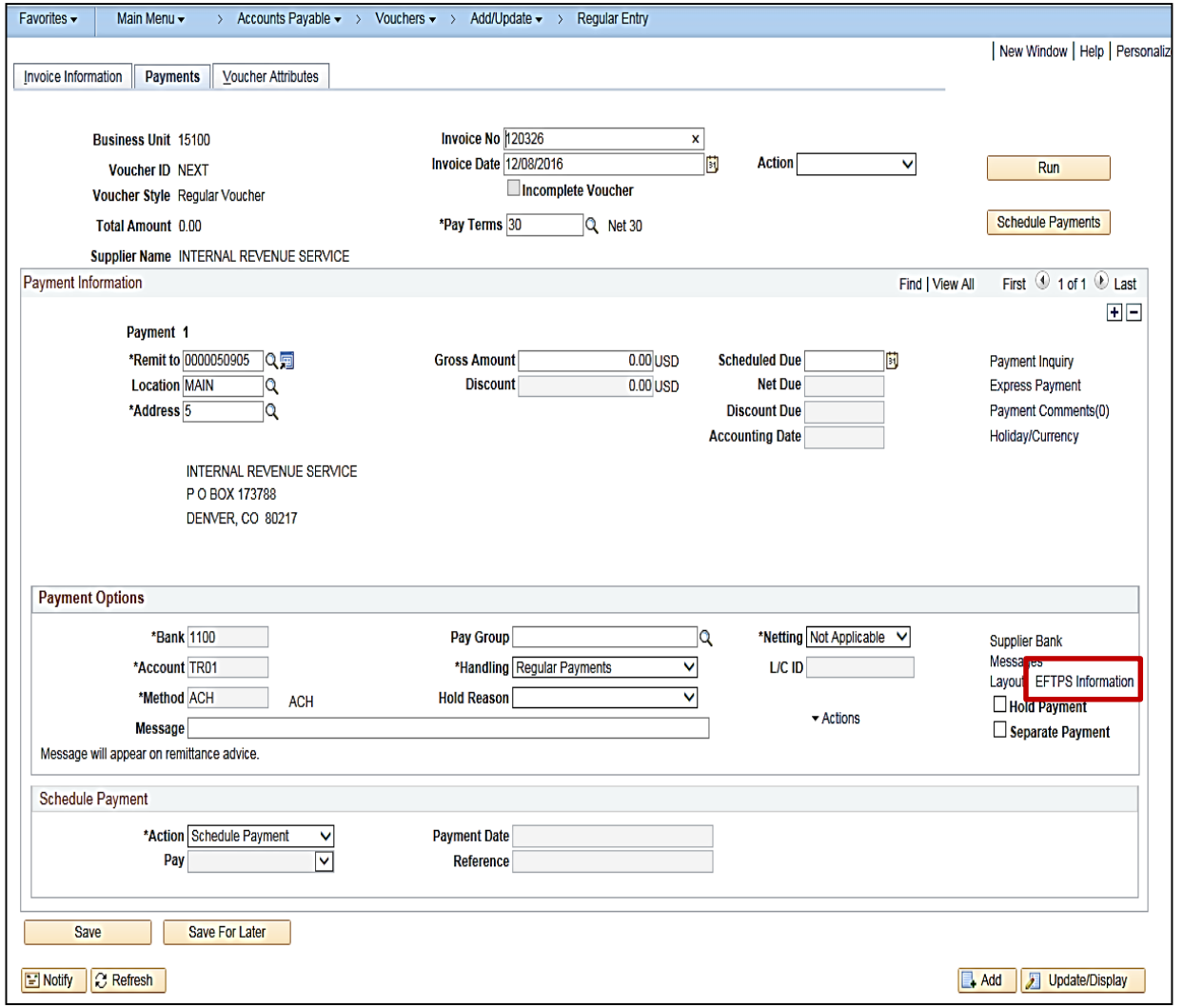
The Internal Revenue Service (IRS) requires that the Commonwealth of Virginia send certain types of tax payments to the IRS using the Electronic Federal Tax Payment System (EFTPS).

If a payment uses EFTPS, a link for **EFTPS Information** is visible on the **Payments** page in the **Payments Options** section.

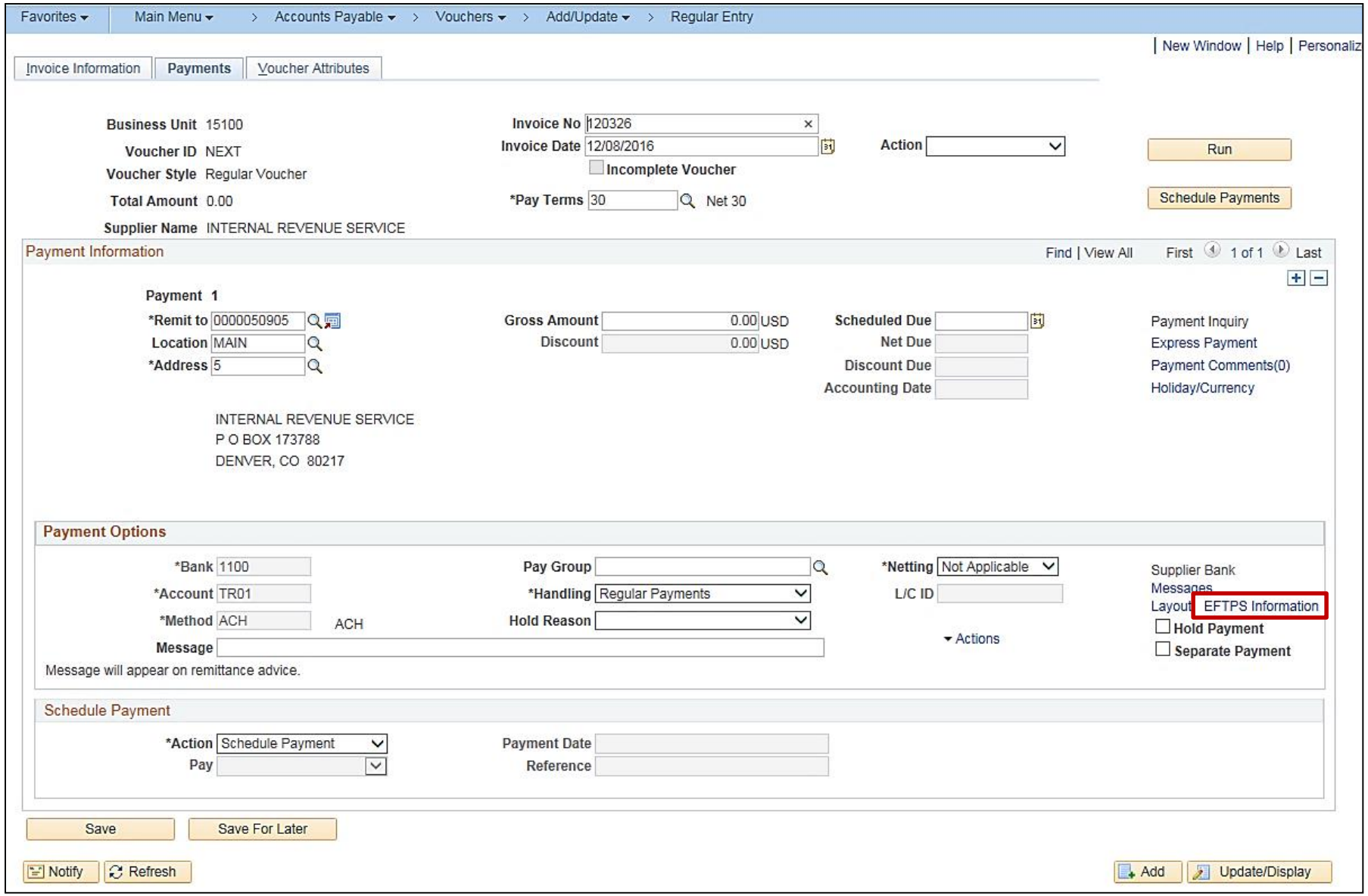
The **EFTPS Information** link on the page indicates that when a voucher is created to the IRS for that supplier, the payment is required to be transmitted in the EFTPS format and populated with additional information.

The information is entered using the **EFTPS Information** link.

Only one distribution line is allowed on each EFTPS voucher created for the IRS.



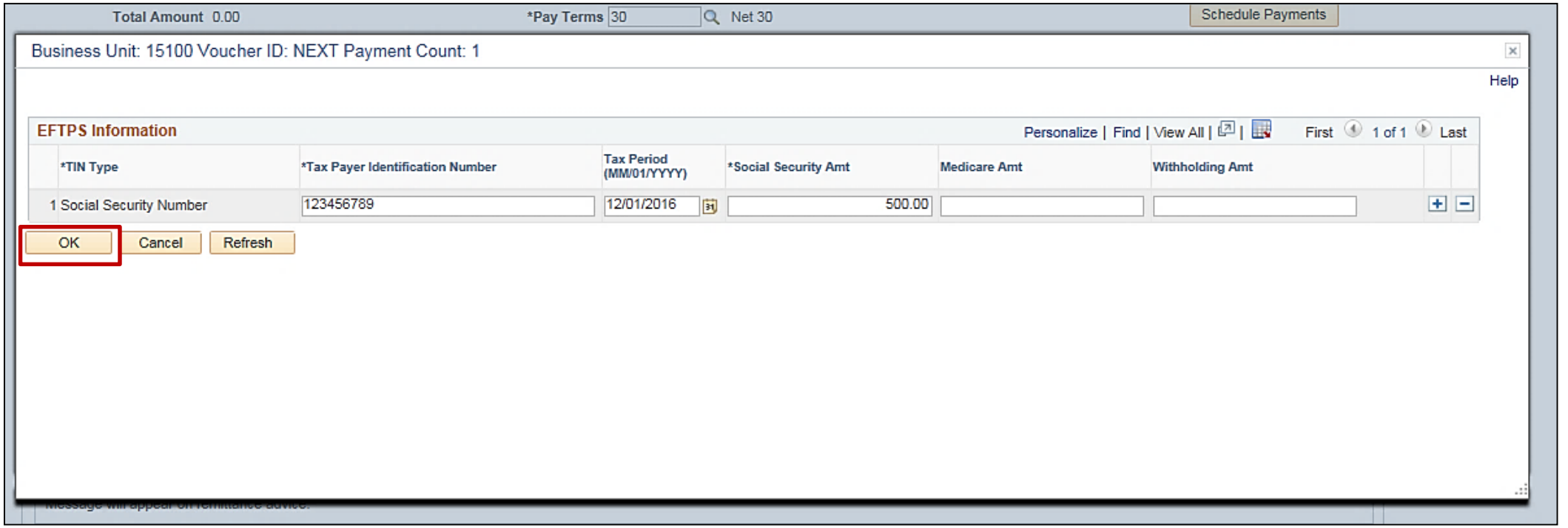
EFTPS Information Page (continued)



EFTPS Information Page (continued)

When you click the **EFTPS Information** link, a pop-up window displays which allows you to enter the appropriate information. Only one SSN or EIN can be entered per voucher.

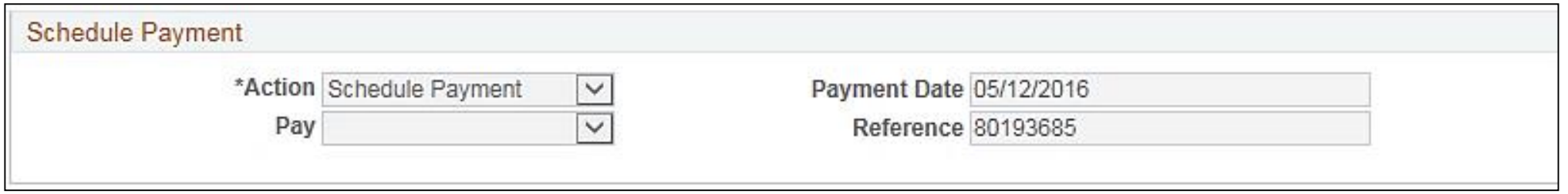
When you have completed your entries, click the **OK** button to return to the **Payments** page.



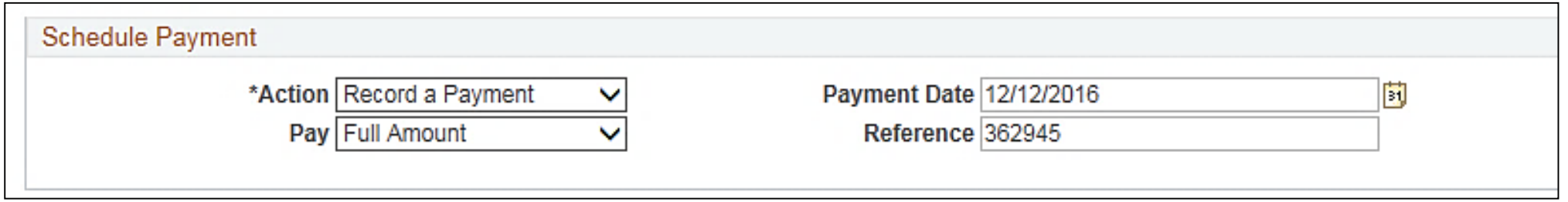
Schedule Payment

The **Schedule Payment** section displays the payment information after a payment has been generated in Cardinal or can be used to record a manual payment.

Cardinal Generated Payment



Manual Payment

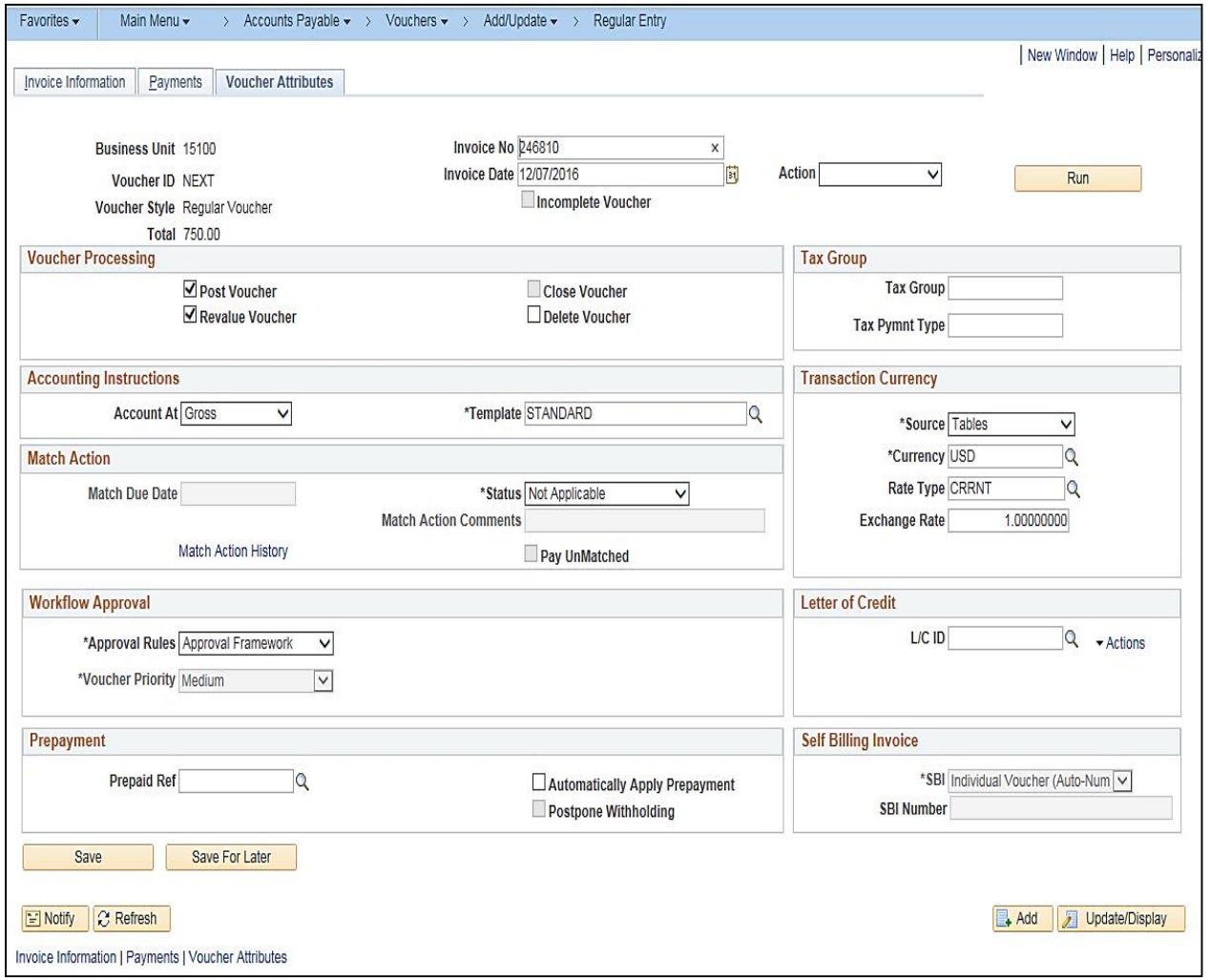


Voucher Attributes Page

Clicking the **Voucher Attributes** page displays additional information about the voucher, mostly related to processing, such as approval requirements.

This page is available before saving the voucher, and is updated after saving and during processing of the voucher.

<u>Do not change any information on this page</u>.



Voucher Save Options: Save for Later

There are two save options:

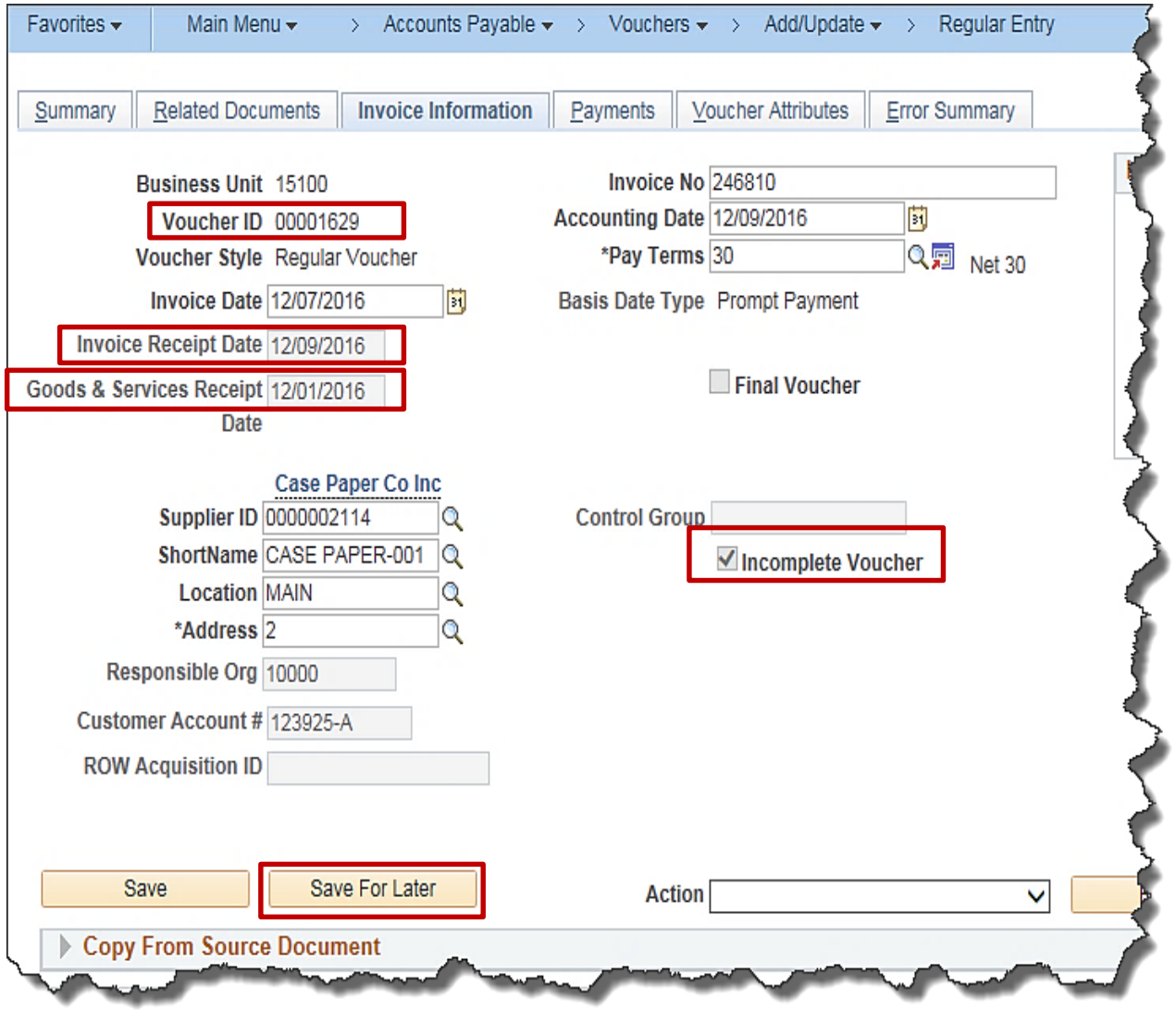
- **Save For Later**
- **Save**

Save For Later

If you are not ready to submit the voucher (missing required information, confirming a distribution, etc.) you can save the voucher to be able to come back and enter/edit values.

- **Invoice Receipt Date** and the **Goods & Services Receipt Date** must be populated to save for later.
- Click the **Save For Later** button.
- A **Voucher ID** is assigned.
- The **Incomplete Voucher** checkbox is checked
- The voucher does not go through downstream processes (budget check, approving, posting, or payment).

It is important to check for incomplete vouchers to ensure suppliers are paid promptly.



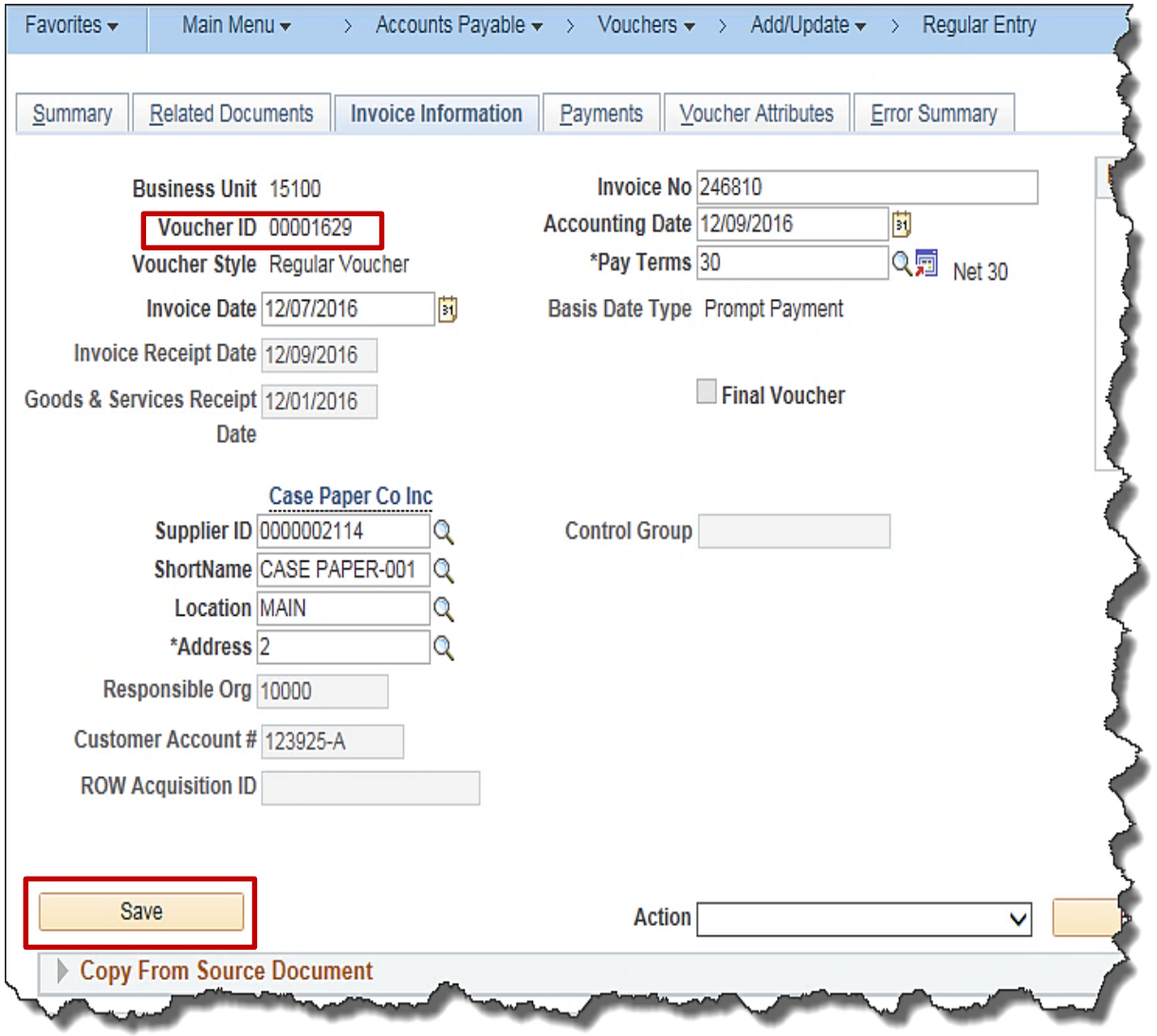
Voucher Save Options: Save

Save
After you complete your entries, save the voucher.

Cardinal then:

- Performs some edit checking.
  - In some cases, errors may prevent the voucher from saving
    - i.e. a missing required field
  - In other cases, the voucher saves, but the errors are reported.
    - i.e., amount in the header and the sum of the lines is out of balance
    - the voucher saves but it will not go any further until corrected.
- Assigns a **Voucher ID**.
- The **Save for Later** button and **Incomplete Voucher** checkbox no longer display.

Interfaced vouchers must meet the same criteria as online vouchers in order to be saved. Vouchers that do not pass the initial edit check are rejected by the voucher upload process and appear on the **Voucher Upload Error** report. Those vouchers must be corrected and resubmitted via interface for processing.



Budget Pre-Check Process

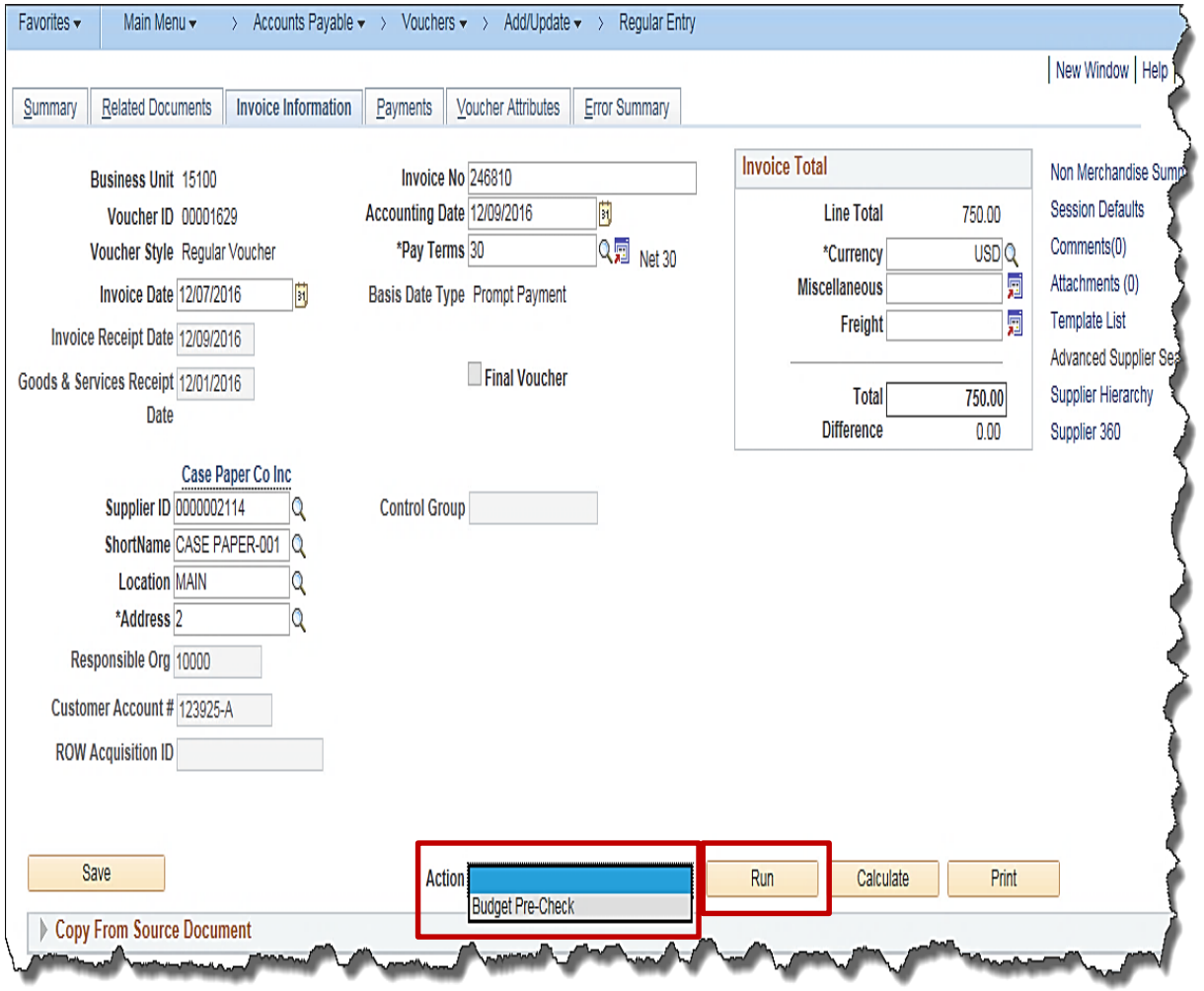
After saving, a preliminary budget check can be performed on a single voucher using the **Budget Pre-Check** process. This is an online process that checks one voucher against the current available budget amounts.

The preliminary Budget Pre-Check process provides a spot check of the budget. It is **not** a substitute for batch budget checking because it does not update the budget ledgers with the voucher amount or update the voucher's budget status.

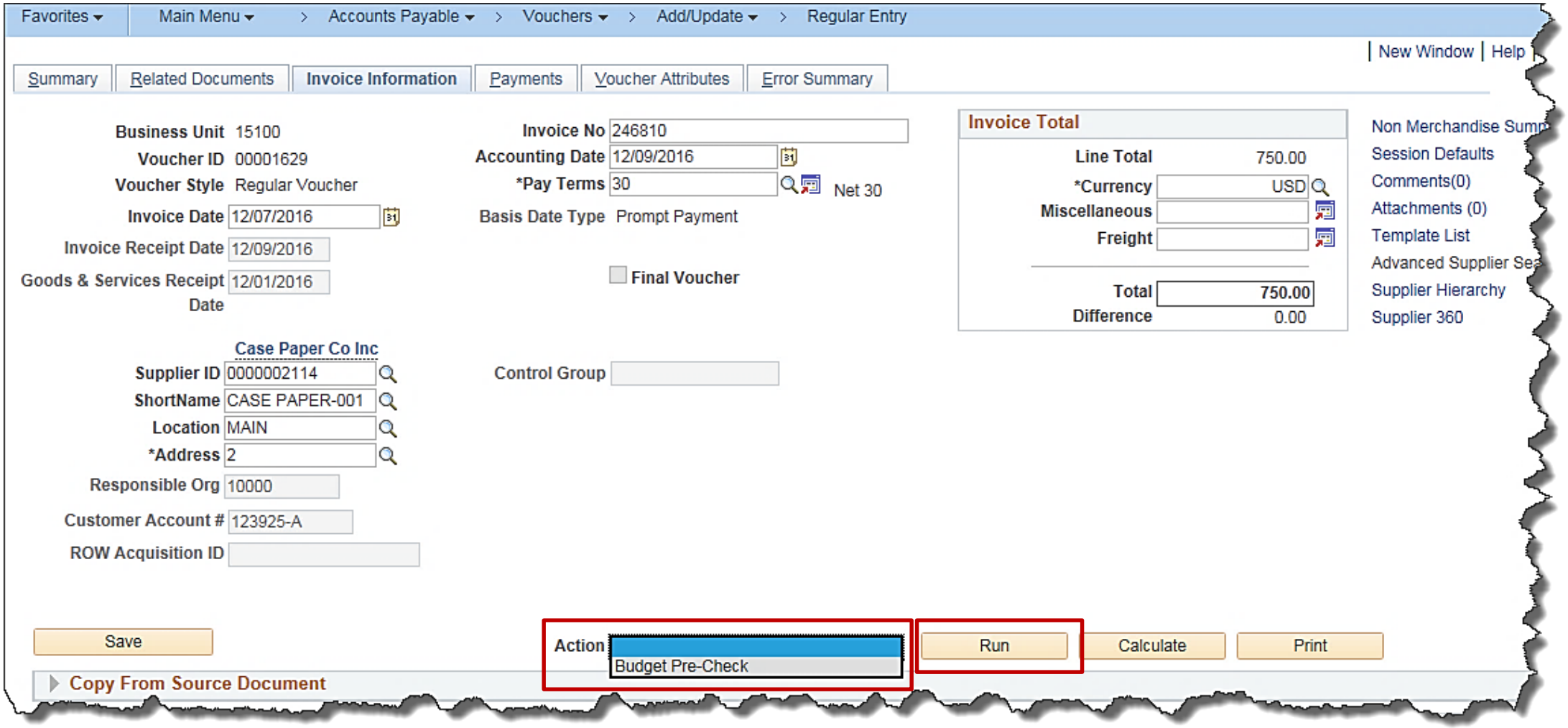
Run a Budget Pre-Check

- Click the **Action** drop down menu
- Select **Budget Pre-Check**
- Click on **Run** button

It is possible for a voucher to pass the preliminary **Budget Pre-Check** process and later fail batch budget checking, for example if another voucher charged to the same budget is processed first and exhausts the available budget. Budget checking occurs throughout the day at two hour intervals as well as once in the evening batch.



Budget Pre-Check Process (continued)



Creating a Purchase Order Voucher

Cardinal Procurement Users Only

PO vouchers are:

- Entered into Accounts Payable for professional services and consultant payments
- Created through the VDOT Site Manager interface for construction and certain maintenance contract payments

PO vouchers for Site Manager and professional services are linked through POs only

VDOT Dominion Power utility invoice details such as account numbers and service locations are not stored in Cardinal Accounts Payable. This detail is captured in the VDOT Utility Payment System (VUPS) outside of Cardinal. Automated vouchers created in VUPS are uploaded into Cardinal Accounts Payable where they are processed and paid to Dominion Power.

If your agency has implemented the Procurement functional area of Cardinal, you can enter Purchase Order (PO) voucher in Accounts payable, either online or via upload from other systems.

Creating a Purchase Order Voucher (continued)

Cardinal Procurement Users Only

A PO voucher must be created in order to pay an item associated with a PO:

- Copy data from either the receipt or the PO into the voucher.
  - Most PO vouchers are copied from a receipt for the goods and/or services purchased, except for professional services and VDOT SiteManager PO Vouchers, which are copied from the PO.

- If the PO and/or receipt and invoice do not agree, you will need to research to resolve the discrepancy.

- PO vouchers are subject to match processing and must be matched with the PO (as well as possibly the receipt and inspection records, as applicable) before they can be paid.

- To enter a PO voucher, the associated Cardinal PO number is needed, receipt ID or other information about the PO or receipt in order to select the correct record. (this information may appear on the supplier's invoice)

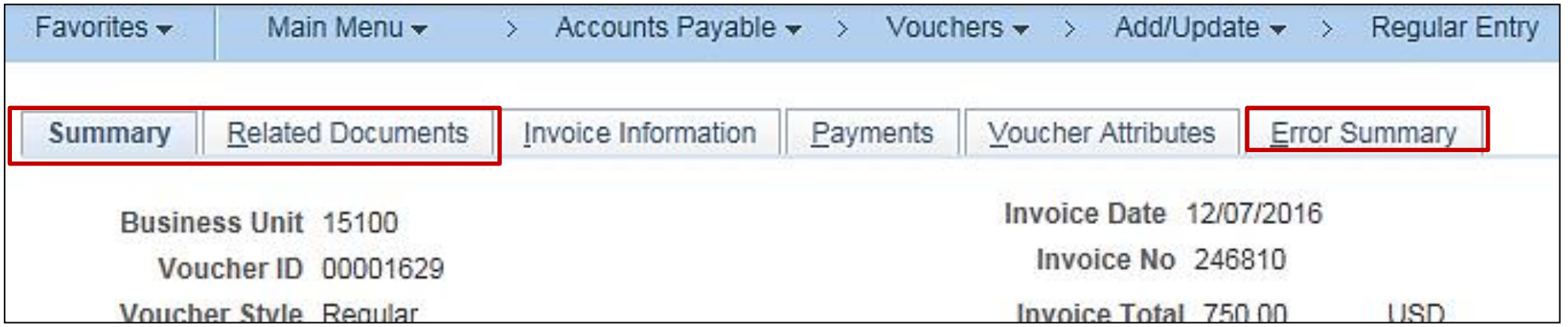
- In general, most goods and services require a receipt, but professional services and SiteManager payments do not.

For more detailed information about creating a purchase order voucher, see the job aid entitled **501 Entering a Purchase Order Voucher** located on the Cardinal website in **Job Aids** under **Training**.

Other Voucher Pages

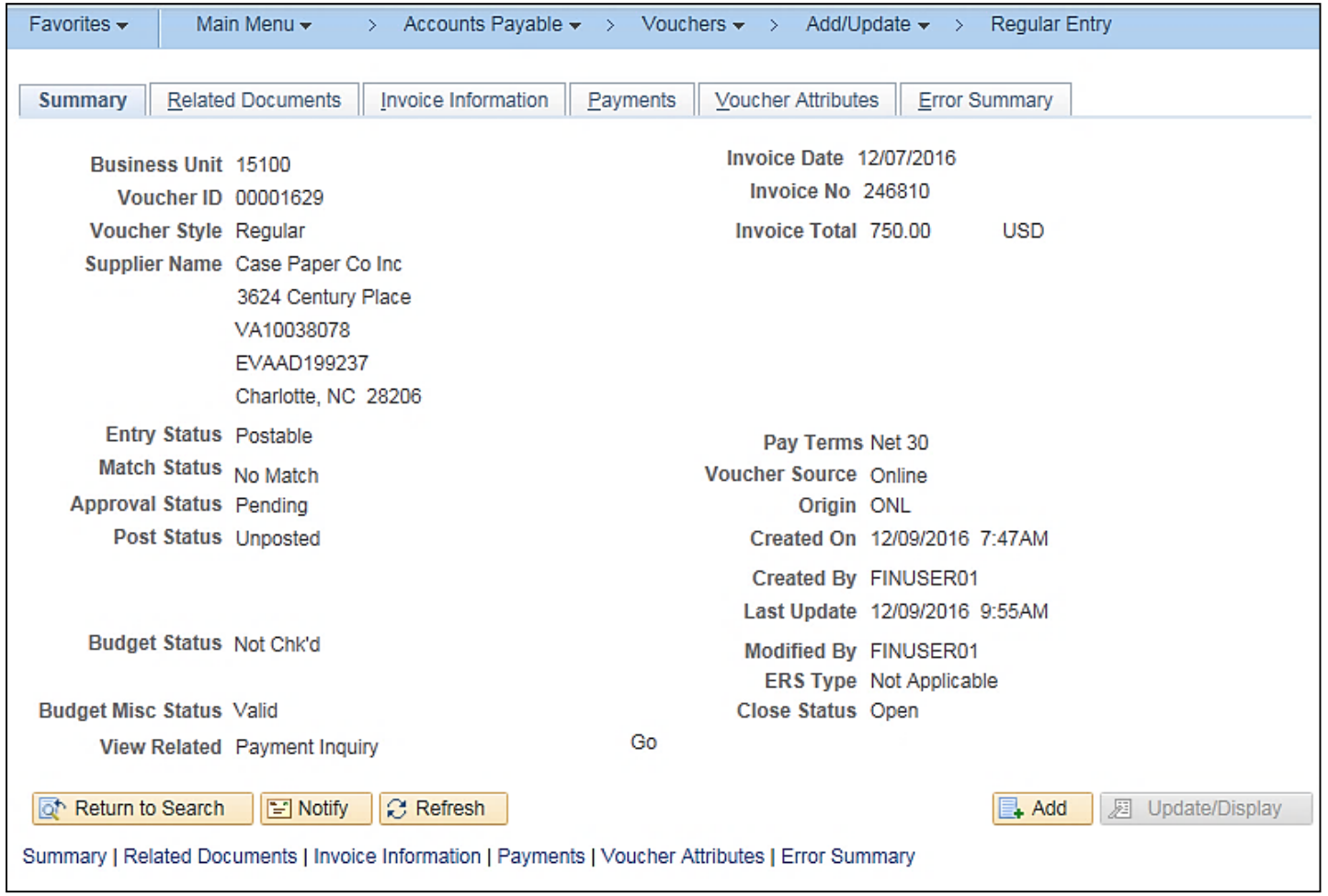
After you save the voucher, the following additional tabs display:

- **Summary**
- **Related Documents**
- **Error Summary**



Summary Page

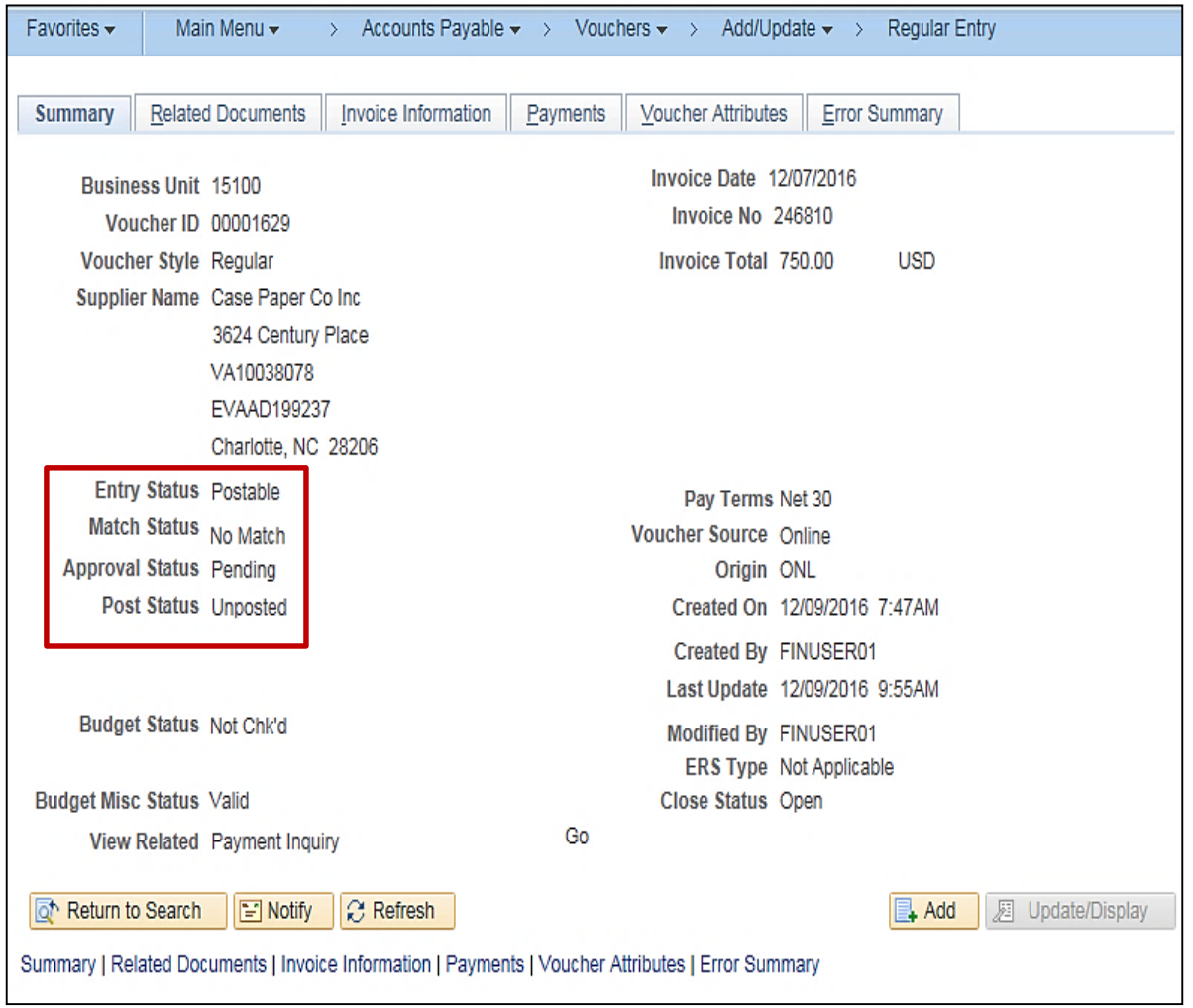
The **Summary** page provides a brief summary of the voucher and its status. It includes basic information about the voucher just entered, such as the **Supplier Name**, **Invoice Total** and **Voucher Style** (**Regular** or **Adjustment**).



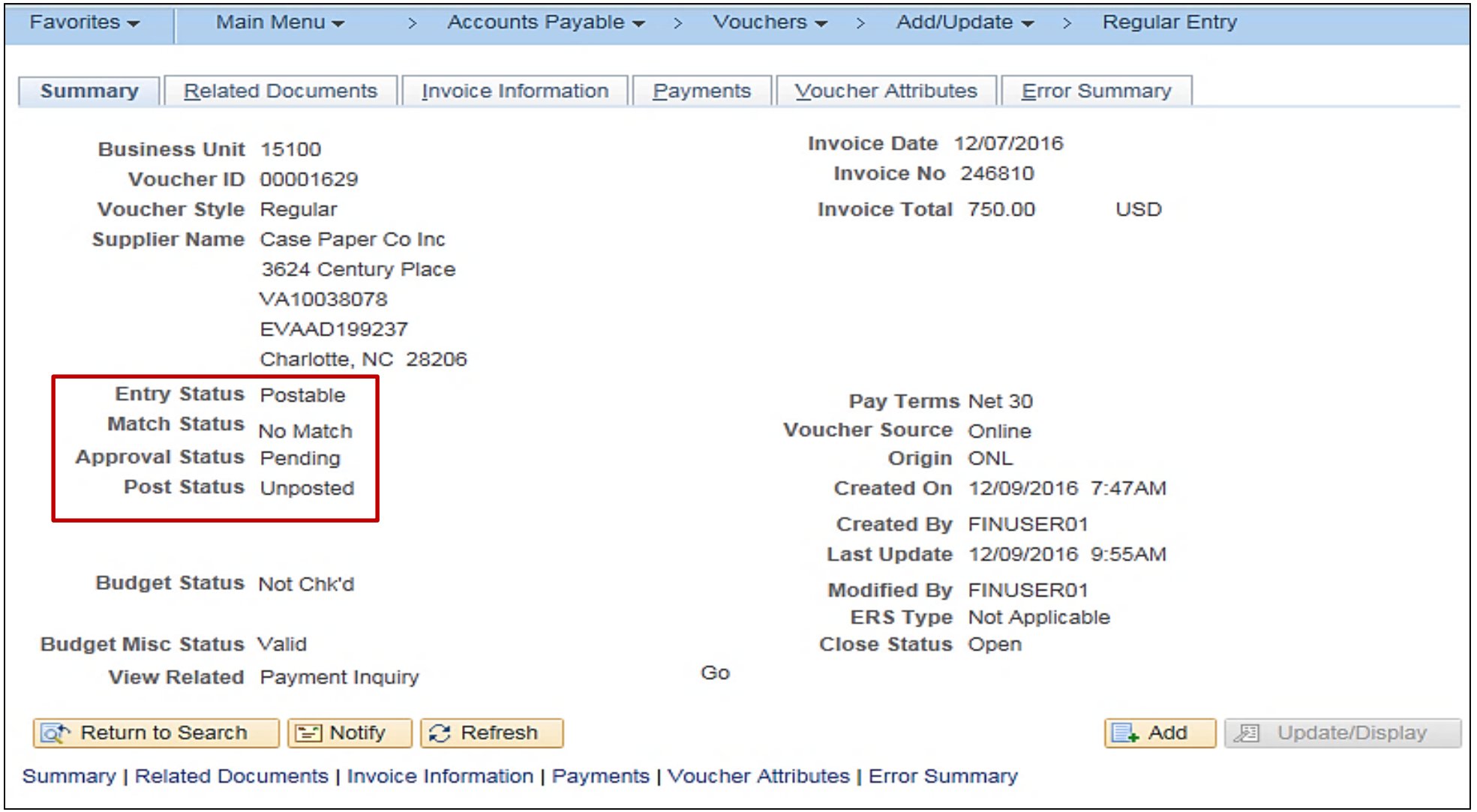
Summary Page (continued)

The **Summary** page displays several different status fields:

- **Entry Status -** provides the current status of the voucher, either **Postable** or **Recycle**.
  - **Postable** indicates the voucher contains no errors.
  - **Recycle** indicates the saved voucher contains errors.
- **Match Status**
  - Non-PO vouchers - this status is not used and defaults to **No Match**.
  - PO vouchers (currently used only by VDOT) - indicates the current status of the match process for the voucher. Statuses include **Ready**, **Matched** and **Exception**.
- **Approval Status:** indicates whether the voucher is approved or not.
  - Statuses for this field include **Pending**, **Denied**, and **Approved**.
- **Post Status** indicates whether the voucher was posted.
  - Statuses for this field include **Unposted** and **Posted**.



Summary Page (continued)



Summary Page (continued)

- **Budget Status** indicates the budget checking status of the voucher. Statuses for this field are **Not Chk'd**, **Exceptions**, and **Valid**.

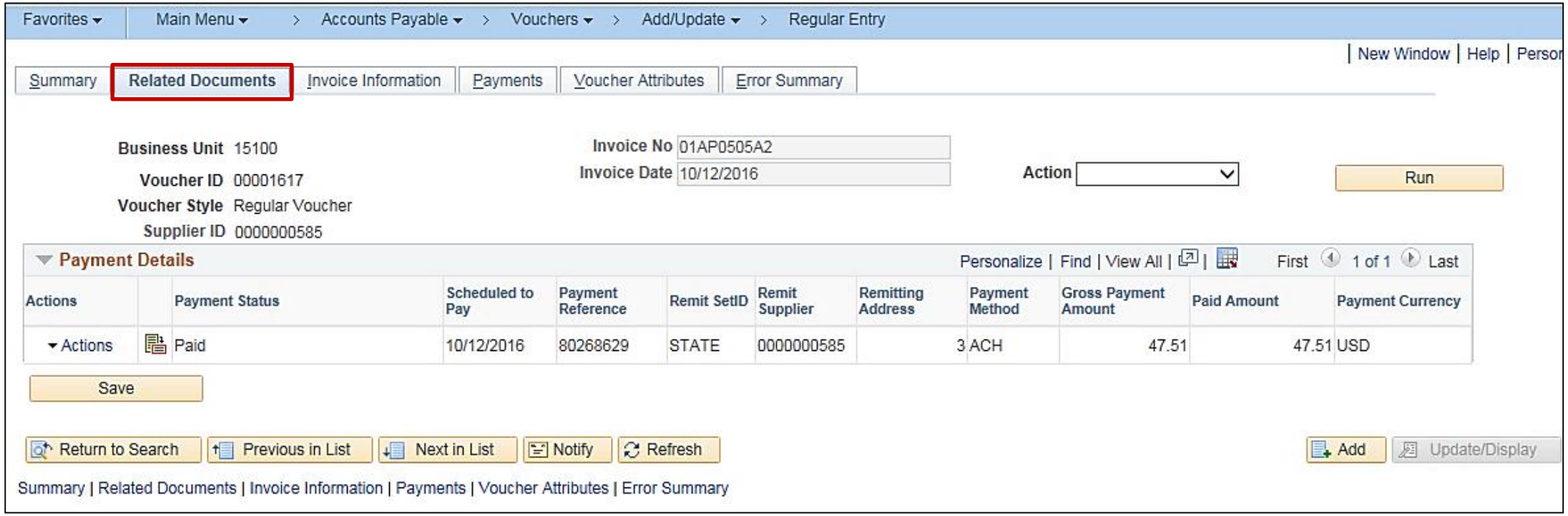
- **Voucher Source** indicates whether the voucher was created online or uploaded through interface. Values for this field are **Online** or **Retail Interface Vouchers**.

- The **Created** and **Modified By** fields identify the user who created and last modified the voucher.

Note: The **Budget Misc Status** field is not used in Cardinal. It has a default value of **Valid**, but this is a system default and not driven by the budget check process. To check the status of budget check, use the **Budget Status** field as noted above.

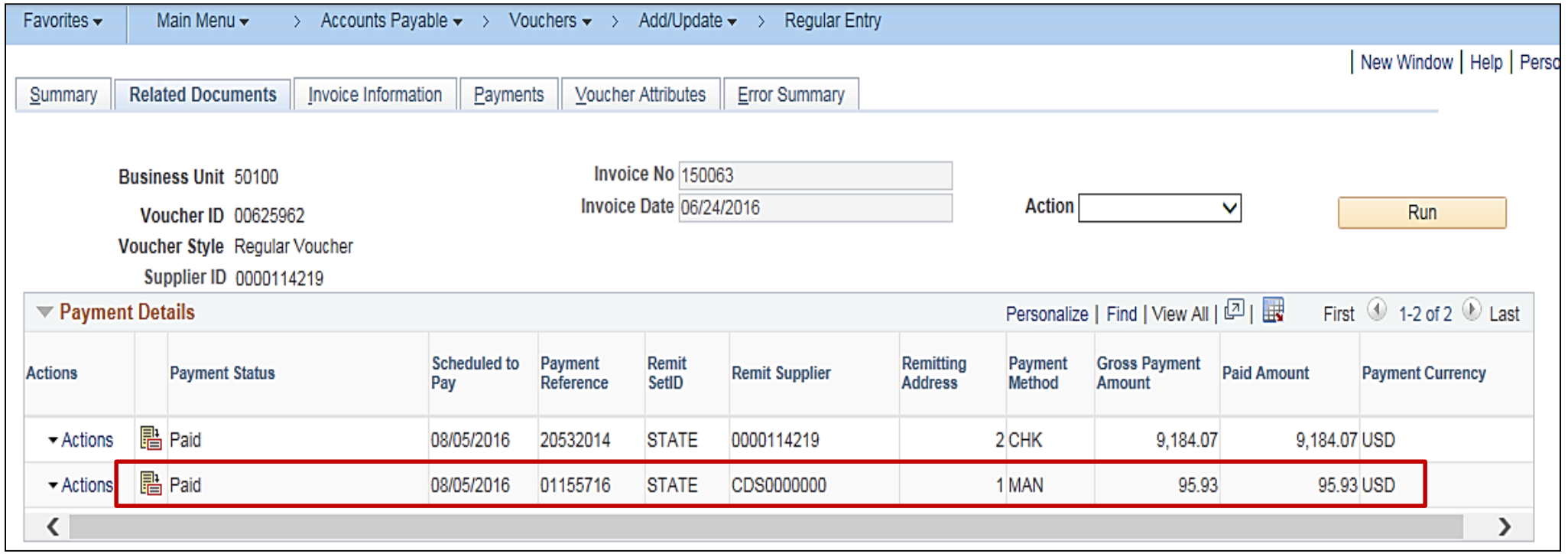
Related Documents Page

The **Related Documents** page displays a summary of other records related to the voucher, such as adjustment voucher and payment.



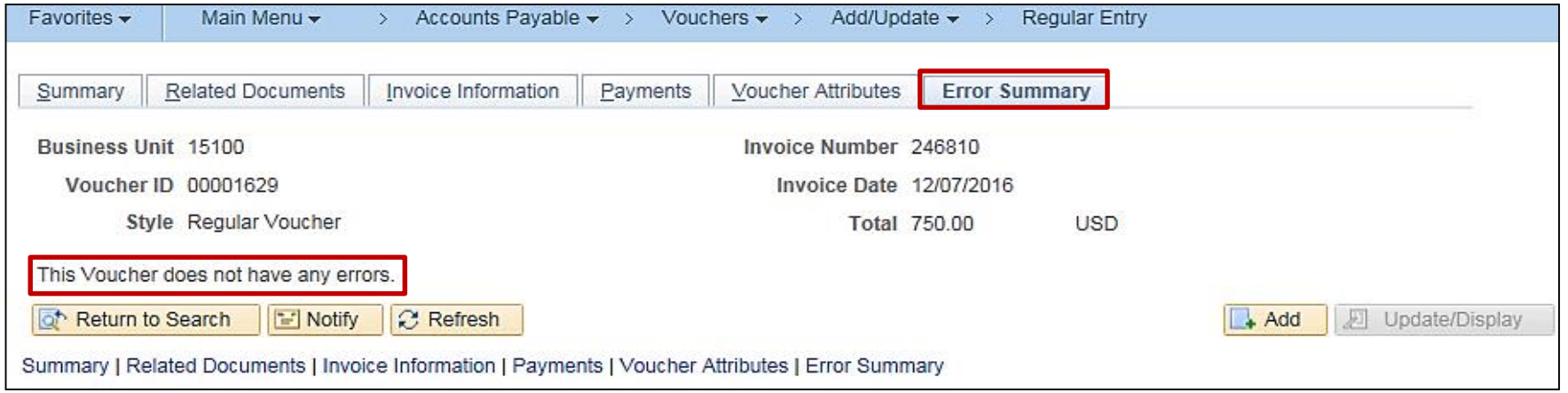
Related Documents Page: CDS Offset

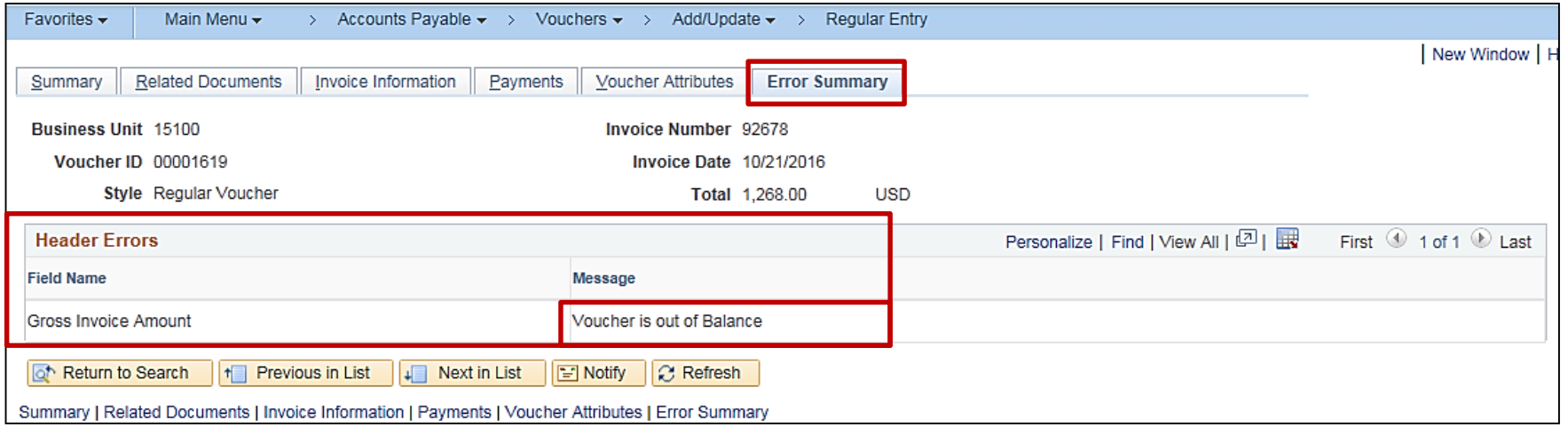
If a payment is reduced by a CDS Offset, a line with the CDS Offset information displays on this page.



Error Summary Page

The **Error Summary** page displays any errors that the save process detected, but did not prevent the voucher from saving, i.e., Out of Balance errors. Corrections cannot be made on this page, but can be made on the page where the error is located, generally the **Invoice Information** or **Payments** pages.





Budget Check, Approval, and Post

Once the voucher is saved and has an **Entry Status** of **Postable**, Cardinal then:

- Budget checks the voucher. Budget Check is a batch process performed every 2 hours during the day and once overnight.
- If the voucher passes Budget Check, Cardinal submits the voucher for approval. Voucher Approval is also a batch process performed every 2 hours during the day and overnight.

After the voucher has been reviewed and approved, Cardinal then:

- Posts the voucher to the AP module.
- Posts the AP Accounting Entries to General Ledger.

Because batch processes occur periodically during the business day, **you should check for budget errors throughout the day**.

Approved vouchers first post in AP and then the General Ledger. Cardinal creates accounting entries that debit the distribution line on the voucher and credit an Accounts Payable liability account. Later, when payments are processed and posted to GL, Cardinal eliminates the liability account (debit) and reduces cash (credit).

Lesson 2: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. Before entering a voucher, what are three key things you should verify on the supplier?

2. If Cardinal is missing any of the three key things in Question #1, what should you do to update the supplier?

3. Each voucher contains ____ invoice(s).

Lesson 2: Checkpoint (continued)

4. Which two fields determine the due date for a Net 30 voucher?

5. A single voucher can have multiple invoice lines and/or multiple distribution lines.

   True or False

6. Name three fields that display in the remittance advice on a payment?

Lesson 2: Checkpoint (continued)

7. The Error Summary page displays errors that were detected when the voucher was saved.

   True or False

Lesson 2: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Lesson 2: Summary

2 Creating a Voucher

In this lesson, you learned:

- Before entering a voucher, make sure the supplier, address, and location exist in Cardinal. If any of these are missing, complete a Vendor Maintenance Request form and send to the CVG to add/update the supplier.
- **Location** refers to rules related to supplier setup, which includes whether the supplier has a lien, levy, garnishment, etc. or for banking locations for electronic payments.
- If the **Location** that defaults on the voucher is **ePayables**, do not change it.
- Each invoice is paid on a separate voucher.
- A voucher can contain multiple **Invoice Lines** and/or **Distribution Lines**.
- Cardinal uses the **Invoice Receipt Date** and **Good and Services Receipt Date** fields to calculate the prompt pay due date for vouchers entered online.
- Interfaced vouchers are approved at the agency level prior to being uploaded to Cardinal.
- If an interfacing agency voucher is updated online, the updated voucher must go through agency level approvals online.
- Interfaced vouchers that contain errors are not loaded into Cardinal and are reviewed on the **Voucher Upload Error Report**. They must be corrected and resubmitted through the voucher upload process.

Lesson 3: Introduction

3 Managing and Processing Vouchers

This lesson covers the following topics:

- Voucher Management Tasks
- Voucher processing steps
- Creating payment offsets
- Updating voucher payment information
- Reviewing and correcting voucher processing errors
- Entering adjustment vouchers

Lesson 3: Introduction (continued)

3 Managing and Processing Vouchers

- Describing the purpose of template vouchers
- Deleting and unposting vouchers
- Cancelling a payment

Voucher Management Tasks

Voucher Management applies to the entire voucher process, from entry or upload, to submission for payment. This lesson addresses the additional tasks and processes that occur after the voucher is created. The tasks and processes detailed in this lesson include:

- **Budget Checking -** A batch process that ensures voucher amounts do not exceed their budgets.

- **Voucher Approval -** A task performed by individual(s) with the appropriate authority to approve or deny the payment of a voucher.

- **Voucher Posting -** The batch process that posts voucher accounting entries in the Accounts Payable module.

- **Payment Offsets -** The reduction of a supplier payment to satisfy a delinquent debt:
  - Comptroller's Debt Setoff (CDS): Commonwealth debt collect program which intercepts supplier payments, to offset debts owed by suppliers to another State agency.
  - Lien, levy, garnishment**,** etc.: A legally enforceable obligation to another third party (e.g., lien, levy, garnishment, etc.).

- **Updating Voucher Payment Information -** Changing the payment-related default information on a voucher.

Voucher Management Tasks (continued)

- **Voucher Error Correction:** Reviewing and correcting errors that occur during data entry or other voucher batch processes, i.e., Edit Check, Budget Check, and Purchase Order Match Exceptions.
- **Adjustment Vouchers -** Vouchers used to adjust existing posted vouchers
- **Template Vouchers -** Vouchers used as models for voucher entry
- **Review Voucher Approval Status -** Checking the approval status of a particular voucher or for a particular approver
- **Delete Voucher -** Deleting denied vouchers or other unposted vouchers when necessary
- **Unpost Voucher -** Reversing the accounting entries of unpaid vouchers
- **Close Voucher** - Closing vouchers after posting but prior to payment
- **Cancelling a Payment** - Voucher payment needs to be stopped and reissued or cancelled

Budget Checking Overview

Budget Checking is the process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget.

Transactions may

- pass
- fail
- pass with a warning

The budget check process is a batch process that checks each voucher against the budget established for its accounting distribution(s) to ensure that the voucher amount does not exceed the budget. Once a valid budget check status is achieved, the budget balances are updated.

This process uses the Commitment Control module in the General Ledger functional area to access the available amounts in the budget ledger. Note that commitment control does not include checking cash balances. Cash balances are not affected until the related payment is made.

When a voucher passes budget checking, Commitment Control reduces the available budget by the amount of the voucher. The voucher's **Budget Status** is then marked as **Valid**.

Approval Processes Overview and Workflow

Approval Processes Overview

Vouchers entered or updated online in Cardinal must be approved online. A voucher cannot enter the approval process until it passes error and budget checking.

Segregation of duties requires that the voucher processor and the approver be different people.

Interfaced vouchers receive approval in the agency system prior to upload and only route in Cardinal for additional approval(s) (e.g. DOA Pre-Audit approvals for Capital Outlay or Legal Services). Interfaced vouchers only require online agency approval in Cardinal if they are updated online in Cardinal.

Approval Workflow

Once vouchers pass budget checking, Cardinal uses **Workflow** to route them to the designated approvers' **worklist(s)**. Some vouchers may require Pre-Audit approval as well as agency approvals.

Approval Workflow (continued)

Each approver reviews the voucher and has these options after the review:

- **Approve -** Cardinal forwards the voucher to the next approver, if any, or makes it available for posting and payment.

- **Deny -** An approver who denies a voucher must enter comments to explain the denial. When a voucher is denied, it is sent back to the originator to correct or delete. If the originator corrects the voucher, it is re-routed through the workflow. If there are any changes to ChartFields, Cardinal performs budget checking on the voucher again and, if it passes, places it in workflow once again.

- **Push Back -** Cardinal returns the voucher to the previous step in the approval process for re-evaluation. **This option is only available if there is more than one level of approval for the voucher.**

The number of approvals required for a voucher depends on ChartField values and agency workflow design. Cardinal determines the workflow path automatically and routes each voucher appropriately. Each approver has the options listed above and all designated approvers must approve the voucher before it can proceed to downstream processes.

Voucher Posting Overview

Once a voucher is approved, it is ready for posting and payment.

Voucher Posting

- Nightly Batch process
- Creates accounting entries that debit the accounting distribution from the voucher
- Credit the offsetting liability account in the Accounts Payable module

The journal generation process copies the accounting entries in the AP module and creates a journal that is then posted to the General Ledger.

Voucher Entry and Posting Status

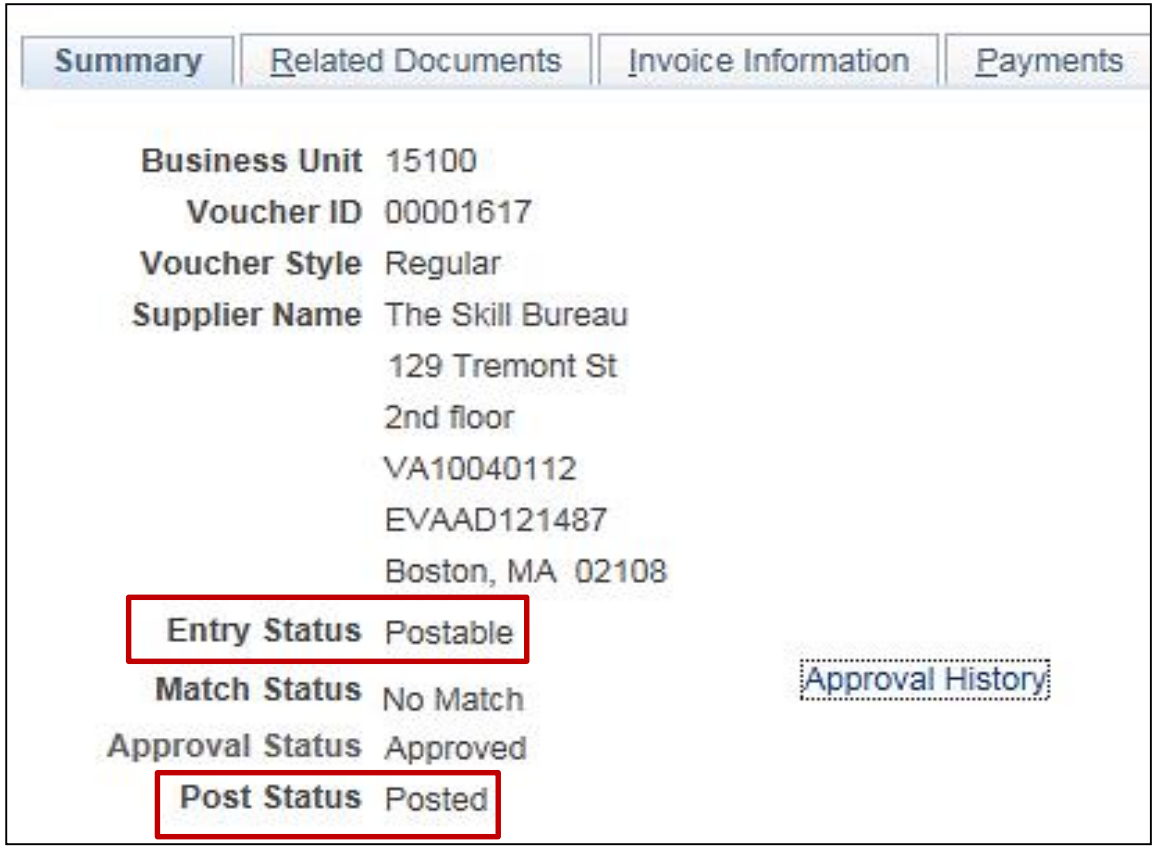
You can review a voucher's posting status on the **Summary** page in the **Post Status** field. The **Post Status** can be either **Unposted** or **Posted**.

Note that even when a voucher is posted, its **Entry Status** remains as **Postable**.

The **Entry Status** field has two statuses:

- **Postable:** voucher contains no errors
- **Recycle:** voucher contains error(s)

Once a voucher is successfully saved with no errors, the status in this field remains **Postable** and does not change from that point forward.



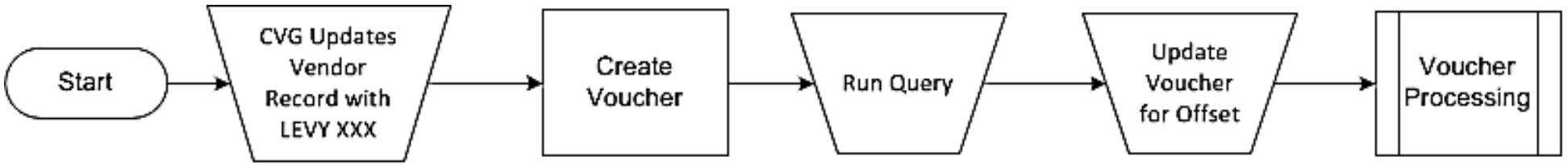
Payment Offset Processing Overview

Each agency must have an internal process that identifies lien, levy, garnishment, etc. and tracks to ensure they are satisfied. The payment offset process reduces a supplier's payment when it is subject to a lien, levy, garnishment, etc. The payment to the supplier is split between the supplier and a third party.

The CVG creates the **LEVY XXX** location(s) in Cardinal. The agency's Accounts Payable department is responsible for processing payment offsets for lien, levy, garnishment, etc.

The adjustments are handled on the Payments tab of the voucher and access to adjust payments for offsets is limited to certain roles in Cardinal.

The diagram below provides an overview of the payment offset process for lien, levy, garnishment, etc.



Updating Payment Information on a Voucher

In most instances, the payment information on a voucher defaults from the supplier record. Generally, suppliers are paid according to the Commonwealth's Prompt Payment Guidelines.

However, certain circumstances may result in the need to change the default payment information.

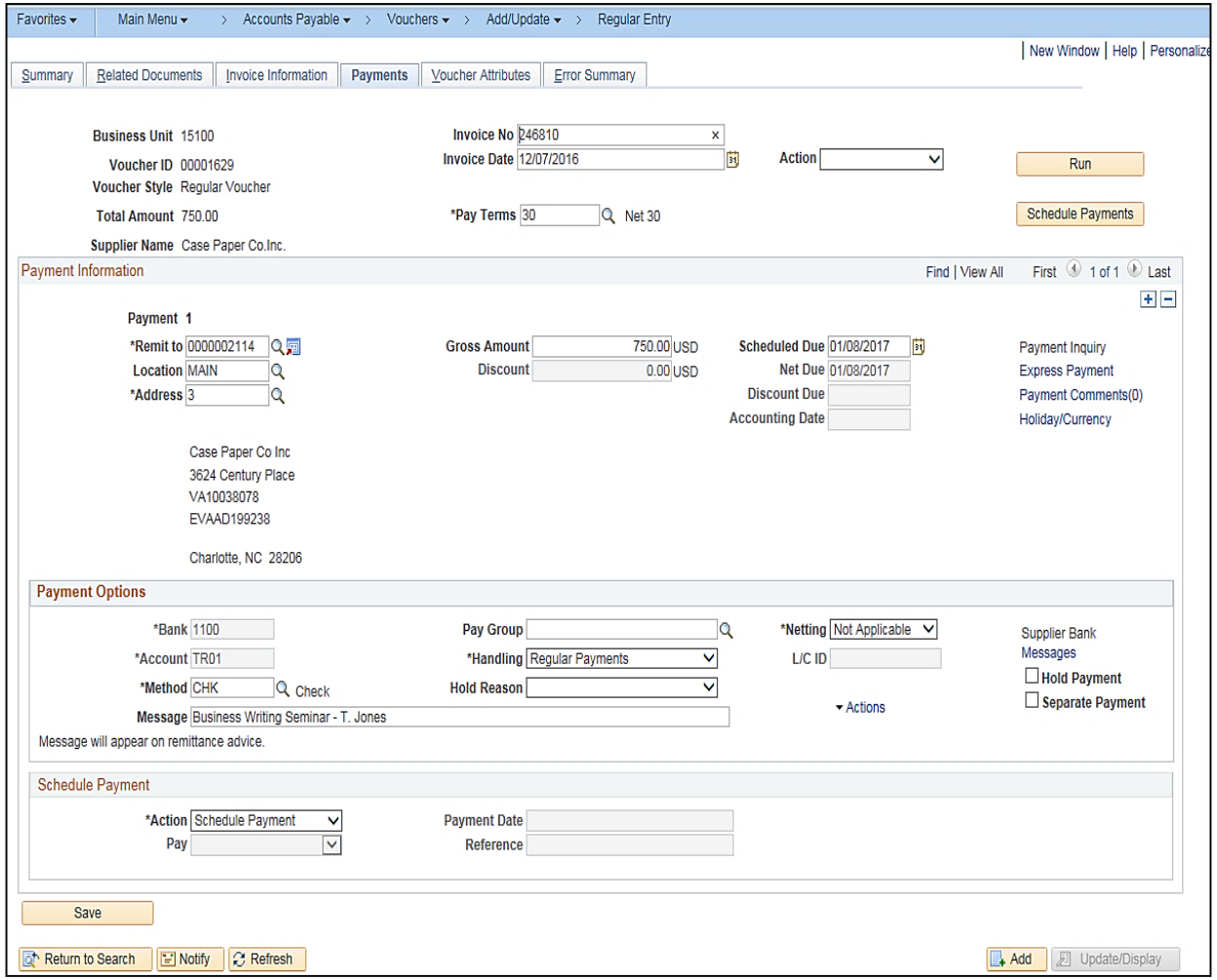
- A payment hold needs to be added or removed from the voucher.
- A payment needs to be split among more than one payee because a tax lien, levy, garnishment, etc. has been received from the IRS.
- The payment for a voucher needs to be separated from other payments to the supplier because the payment requires an attachment.
- The **Scheduled Due** date (calculated payment date) needs to be changed because it does not follow prompt payment requirements.
- A message needs to be added to the remittance or an internal comment about the payment needs to be added.
- On rare occasions, the payment method may need to be changed from **ACH**, **ePayables**, or **EFT** to **System Check** (**CHK**).

Voucher Entry Payments Page

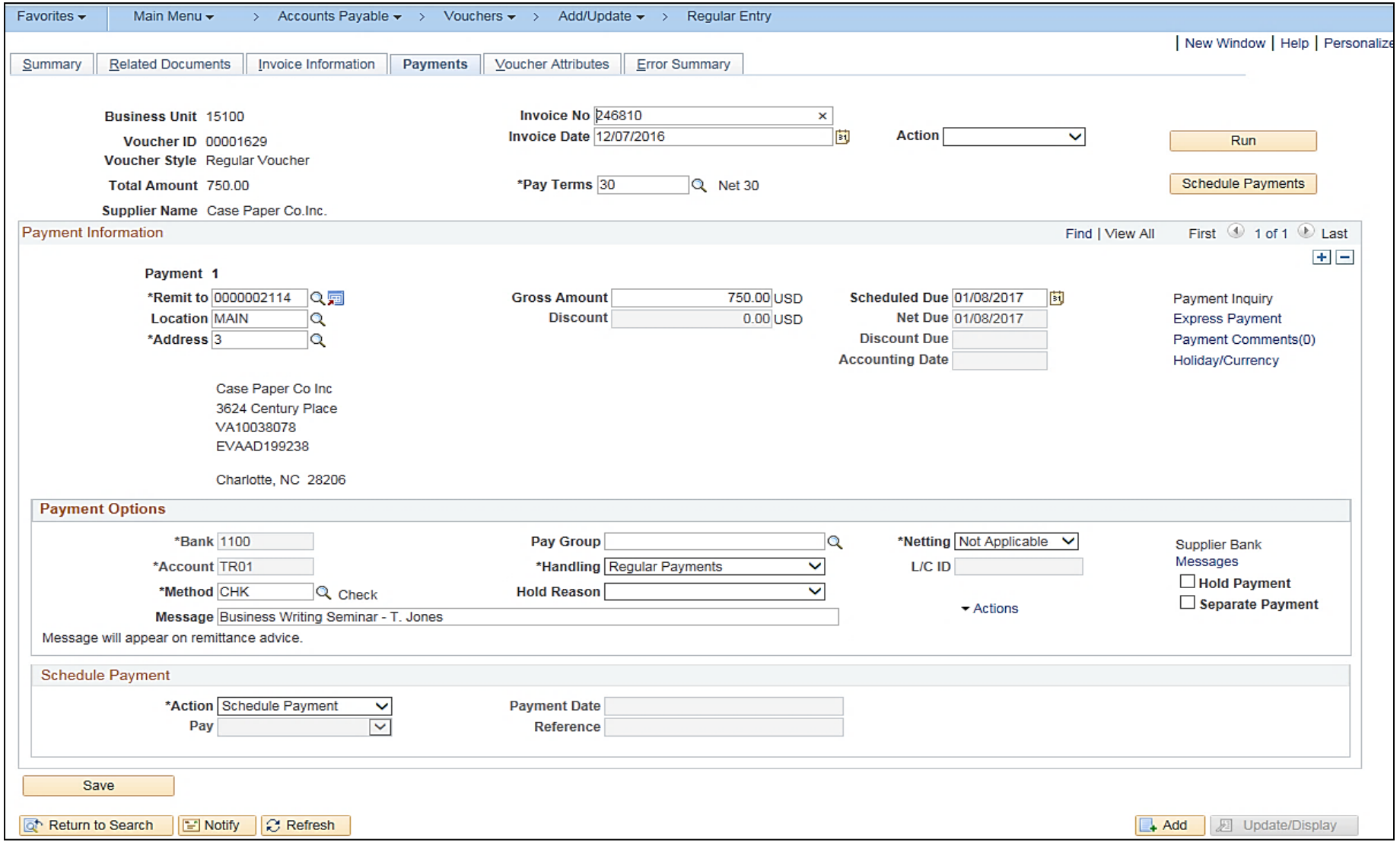
Payment information for a voucher appears on the **Payments** tab of the **Voucher Entry** component.

Most of the information on this page defaults from the supplier definition, but changes can be made in some of the fields if required.

Payment information cannot be updated once the voucher is selected for payment or is paid.



Voucher Entry Payments Page (continued)



Voucher Errors Overview

The voucher process may identify errors in vouchers that were not detected during voucher entry. Your agency's Accounts Payable staff are responsible for correcting these errors. Common errors:

- **Combination Edit Errors -** Occur when a voucher's accounting entries include a combination of values that is not valid from an accounting perspective – for example, a **Cost Center** and a **Department** combination that is not permitted in the Chart of Accounts.

- **Out of Balance Errors -** Occur when the amount in the voucher header does not match the total of the invoice line amounts, or the total of the distribution amounts on an invoice line does not match the amount on the invoice line.

- **Budget Check Errors -** Occur during budget checking when there are not sufficient funds in the budget for the specified accounting entries.

Reviewing and Correcting Voucher Errors

You can use several methods to identify voucher errors, depending on the type of error:

- **Voucher Error Report Query -** This query lists voucher errors related to Voucher Builds, Combination Edits, Out of Balance errors and Budget Checks. Can run as needed to list any current vouchers with errors.

- **Voucher Add/Update** search page - Use this page to search for saved vouchers with common entry errors.

- **Review Budget Check Exceptions** page **-** Use this page, in the **Commitment Control** menu, to search for vouchers that failed budget checking.

Voucher Error Report Query

You can navigate to the **Voucher Error Query** using the following path:

Main Menu > Reporting Tools > Query > Query Viewer > V_AP_VCHR_ERROR

This query displays vouchers with errors for the specified **Business Unit** and **Responsible Organization**. You can display the query on the screen, export it to Excel, or print it.

Entry Status: **R** = Recycle or **P** = Postable
Budget Status: **N** = Not Checked or **E** = Exception (Error)

V_AP_VCHR_ERROR - Voucher Error Report

Business Unit 15100
Responsible Org (% for All) %
View Results

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All First 1-5 of 5 Last

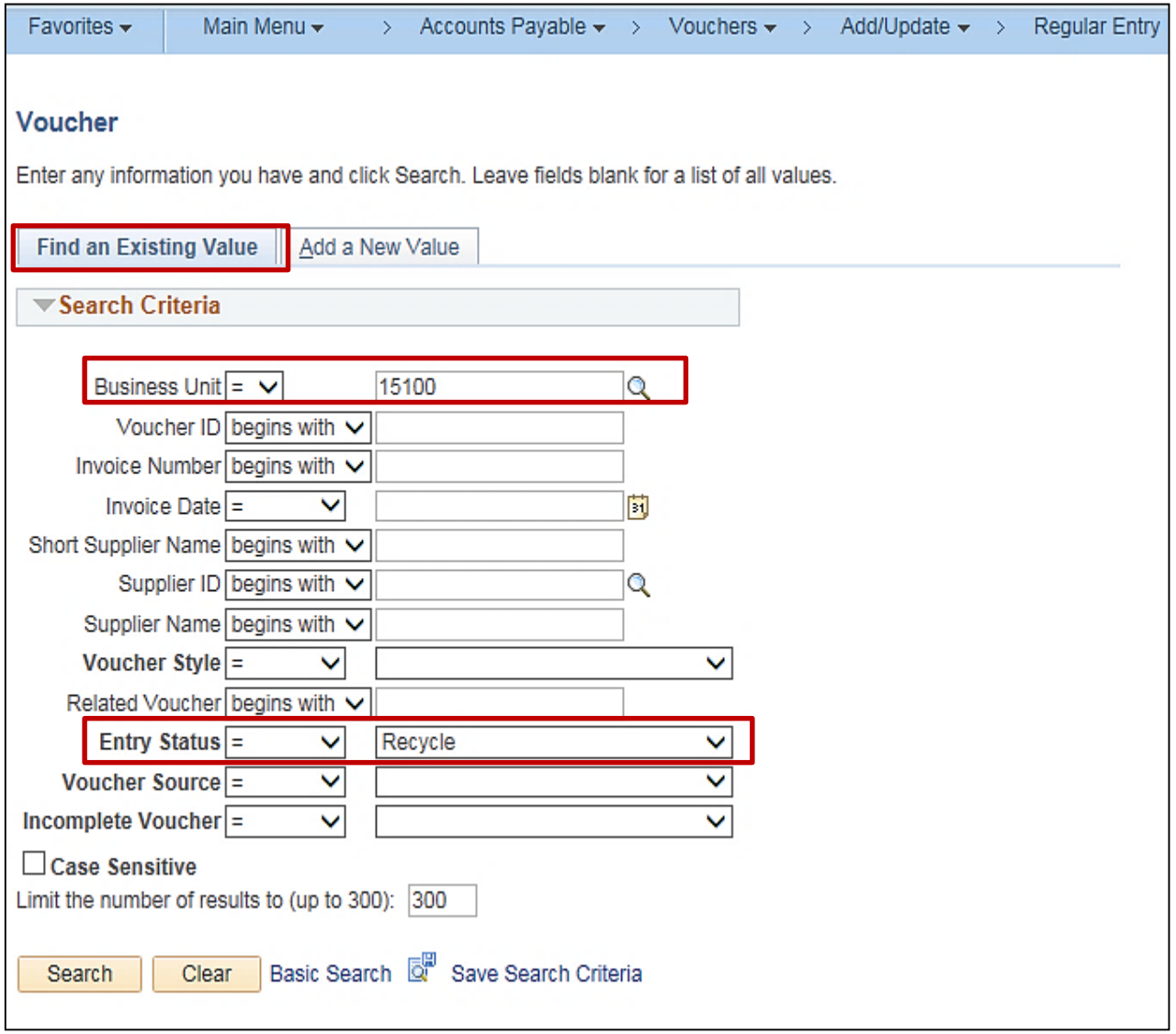
	Business Unit	Responsible Org	Current Date	Voucher ID	Entry Status	Budget Status
1	15100	10000	12/12/2016	00001624	P	E
2	15100	10000	12/12/2016	00001618	R	N
3	15100	10000	12/12/2016	00001625	R	N
4	15100	10000	12/12/2016	00001621	P	E
5	15100	10000	12/12/2016	00001619	R	N

Vouchers Search Page

You can navigate to the **Voucher Find an Existing Value** tab, using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

- Click the **Find an Existing Value** tab.
- Confirm/enter your **Business Unit**.
- Select **Recycle** from the **Entry Status** drop-down menu.
- Click the **Search** button.



Vouchers in Recycle Status

Vouchers with a status of **Recycle** display in the **Search Results**, including:

- Contain combination edit errors
- Are out of balance
- Incomplete vouchers (Save for Later)

To make corrections:

- Click the link to open the voucher.
- Identify the error.
- Make the necessary corrections.
- Click the **Save** button.
- The voucher will be available for budget check and approvals.

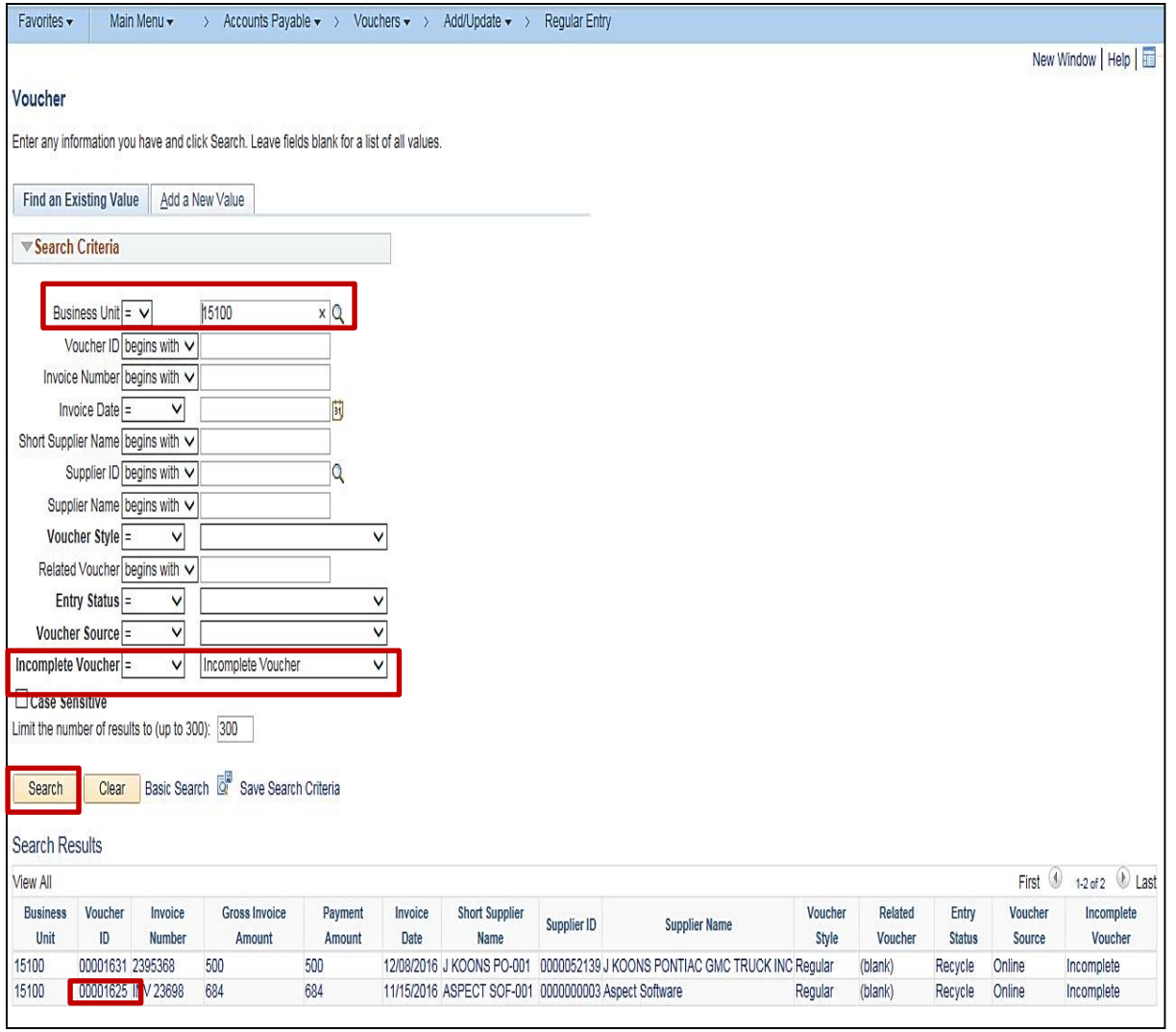
Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Supplier Name	Supplier ID	Supplier Name	Voucher Style	Related Voucher	Entry Status	Voucher Source	Incomplete Voucher
15100	00001630	23912	479.25	479.25	12/07/2016	XEROX CORP	0000003662	XEROX Corporation	Regular	(blank)	Recycle	Online	Complete
15100	00001625	INV 23698	684	684	11/15/2016	ASPECT SOF-001	0000000003	Aspect Software	Regular	(blank)	Recycle	Online	Incomplete
15100	00001619	92678	1268	1268	10/21/2016	THE FOUNTA-001	0000052305	THE FOUNTAIN BOOKSTORE INC	Regular	(blank)	Recycle	Online	Complete
15100	00001618	23258	2395.68	2395.68	10/24/2016	COMPUTER S-001	0000000039	Computer Security Products	Regular	(blank)	Recycle	Online	Complete

Searching for Incomplete Vouchers

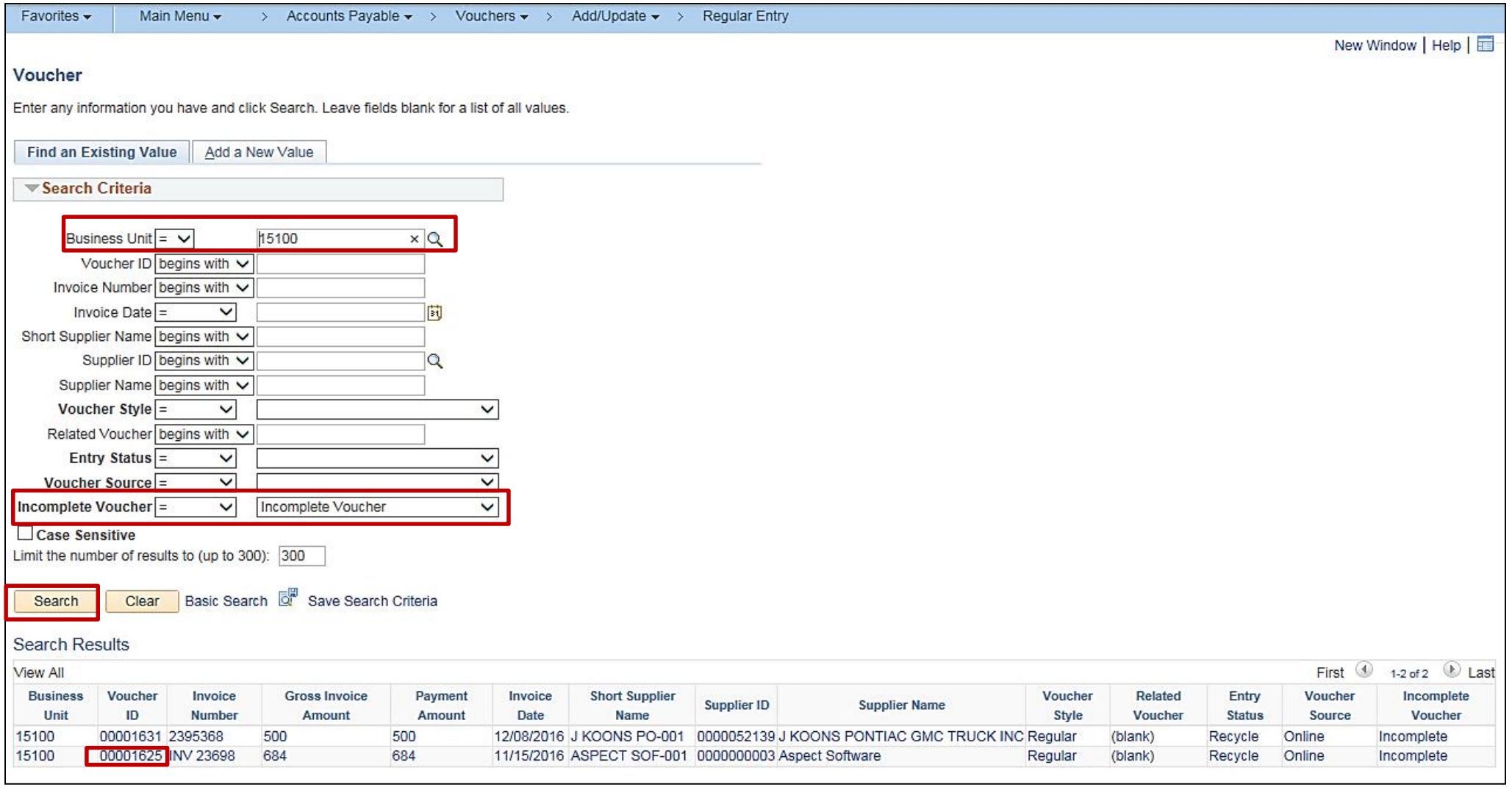
If you want to search for **Incomplete** vouchers, you can use the **Find an Existing Value** tab.

To search:

- Confirm/enter your **Business Unit**.
- Click the **Incomplete Voucher** drop-down box.
- Select **Incomplete Voucher**.
- Click the **Search** button.
- Click the line for the voucher you want to access.
- Complete your edits/updates.
- Click the **Save** button to submit the voucher for approval.



Incomplete Vouchers (continued)

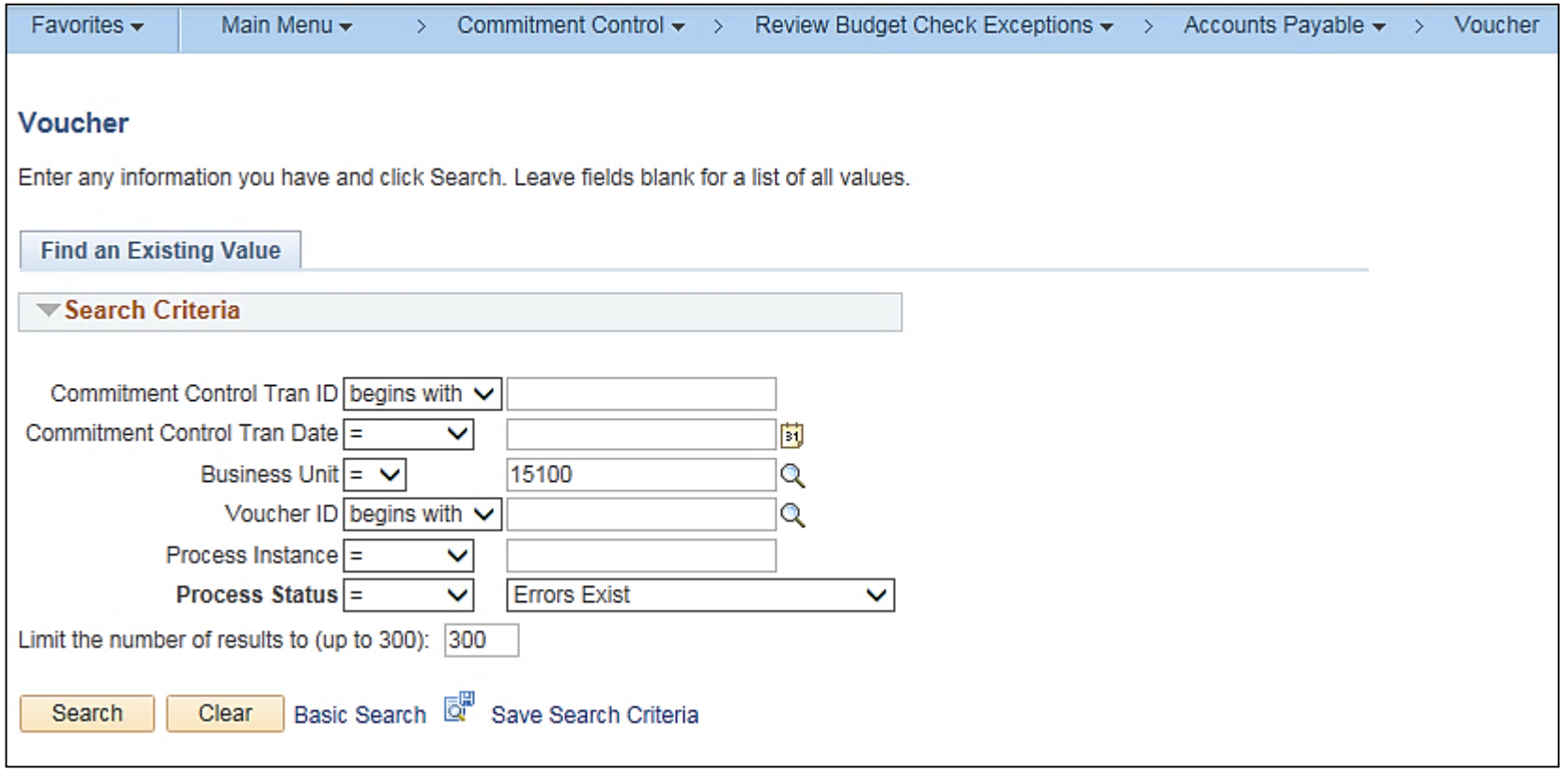


Budget Checking Errors

Budget checking errors are reported through Commitment Control rather than through Accounts Payable.

You can navigate to this page using the following path:

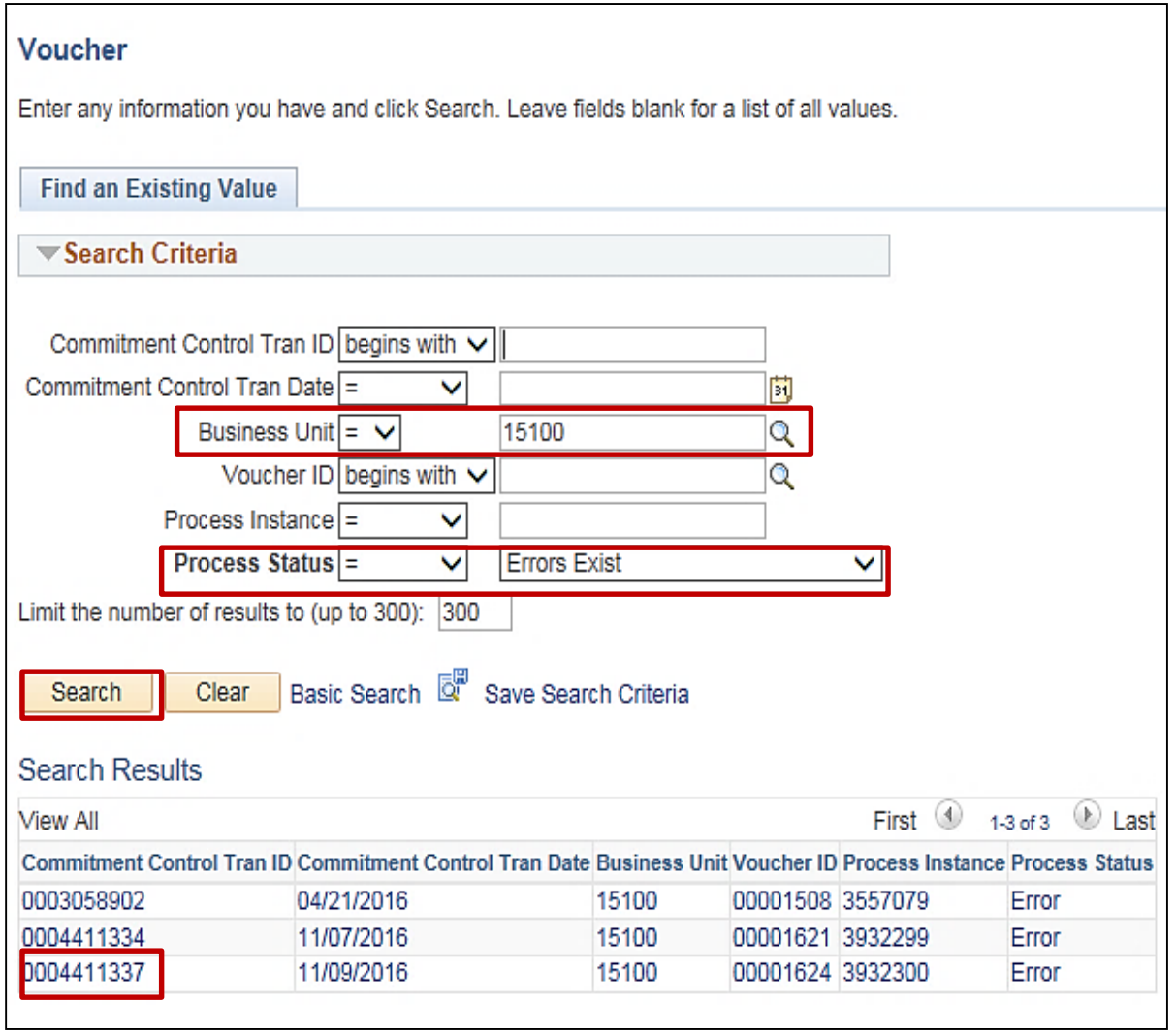
Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher



Search for Budget Check Exceptions

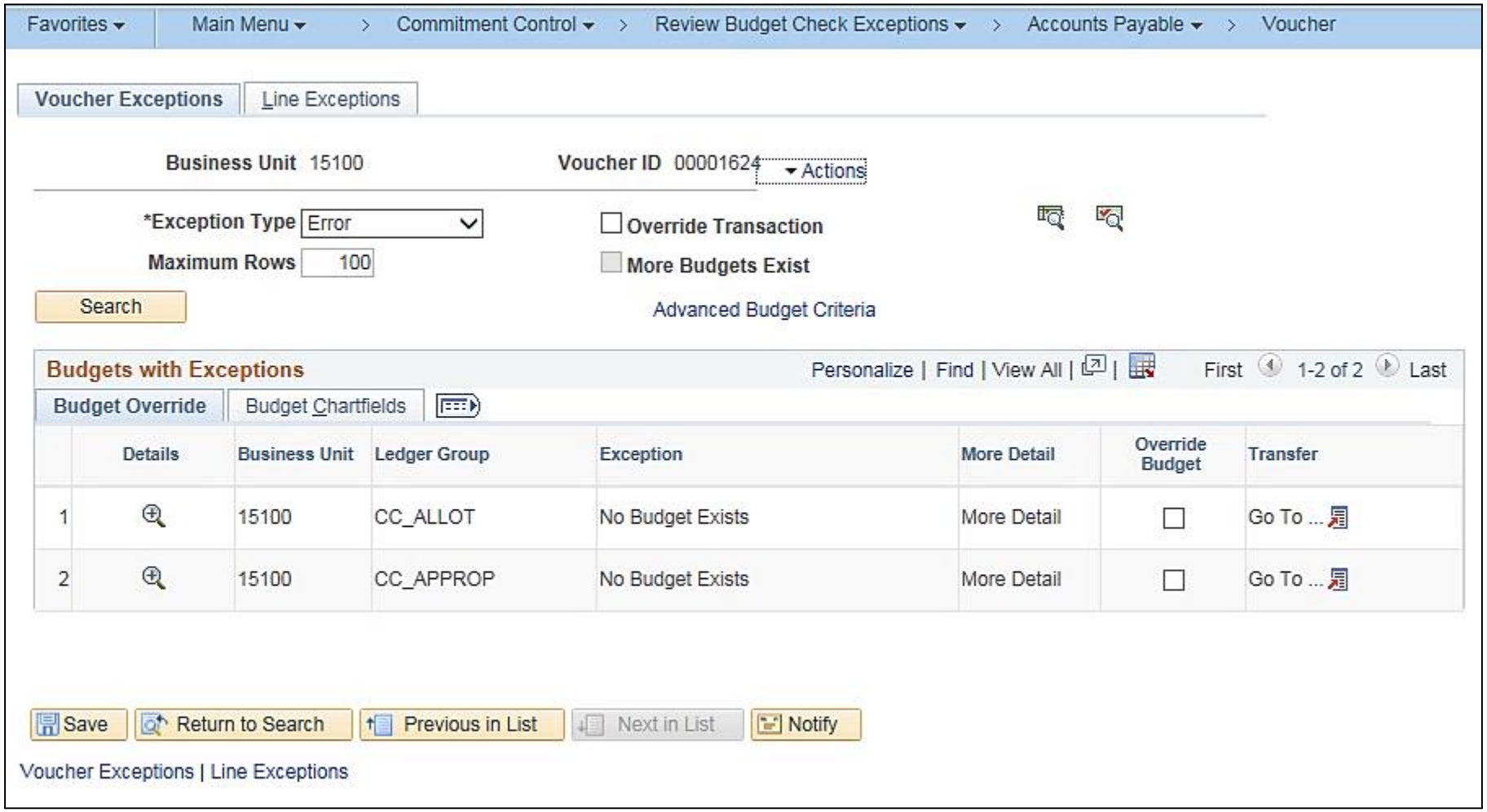
This path opens the **Voucher Search** page:

- Enter criteria to search for budget errors:
  - **Business Unit -** enter the agency.
  - **Process Status -** select **Errors Exist**.
- Click the **Search** button.
- The voucher(s) that match the selected criteria display at the bottom of the page.



Voucher Exceptions Page

When selecting from the list, errors can be viewed and the additional links and tabs on the page will provide more detail about the specific error or warning.



Correcting Voucher Errors

Once the error is identified, update the voucher with correct data and save it. In some instances, research is needed to determine the correct values, e.g., contact the voucher processor, the supplier, etc.

Once the voucher is updated, any processes that identified error(s) are repeated to confirm that the voucher is error-free. For example, if the voucher failed budget checking, this process must be repeated.

After the next batch processes run, the voucher can be re-reviewed.

Lesson 3: Hands-On Practice

Now you have an opportunity to practice the lessons learned today in a training environment.

Your instructor will provide direction on how to log in and complete the exercise.

If you have any questions, please ask your instructor.

Matching Exceptions: Overview

Cardinal Procurement Users Only

All PO vouchers in Cardinal are subject to the matching process. The purpose of the matching process is to ensure that invoices received from the supplier match the corresponding POs and if applicable, the corresponding receipts for the goods and/or services received. This helps to ensure that the Commonwealth pays the appropriate price for goods and services actually received.

Two-Way and Three-Way Matching

Cardinal Procurement Users Only

Cardinal uses two-way or three-way matching, depending on the specific type of purchase and the source of the purchase and voucher information:

- **Two-way matching** compares the PO and the voucher; for example, comparing the price and item quantity on the PO and the voucher. Two-way matching is always used for professional services and Site Manager vouchers

- **Three-way matching** compares the PO, the receipt, and the voucher. This can detect issues, such as incomplete shipments. Three-way matching is used for all other PO vouchers.

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Matching Rules

Cardinal Procurement Users Only

Match processing is based on a set of matching rules. To pass matching, each voucher must meet all matching rules that apply to its items. Cardinal includes many matching rule definitions including:

- The unit price on the PO must match the unit price on the voucher.
- The quantity of items on the receipt must match the quantity of items on the voucher.
- In three-way matching, the receipt for goods and/or services must exist.

Not all matching rules are applicable for all types of matches. For example, if the quantity on the voucher matches the quantity on the receipt, but is less than the quantity on the PO, the invoice may represent a partial shipment. Also, some items may contain tolerances, to allow for minor differences in amounts and/or quantities.

For more detailed information about matching rules, see the job aid entitled **501 PO/Voucher Match Exceptions and Resolutions** located on the Cardinal website in **Job Aids** under **Training**.

Match Processing and Match Exceptions

Cardinal Procurement Users Only

Match processing is a batch process that runs every two hours and overnight. Reviewing the process results and making the appropriate corrections is the responsibility of the Match Exceptions Manager role.

When the matching process runs, Cardinal compares the voucher, PO, and/or receipt and inspection record using the applicable matching rules. If any of the items fail the comparison, Cardinal creates a **match exception**. When the process completes, the **Match Exceptions Report** can be run, listing all match exceptions. Match exceptions can also be reviewed online. These will be covered later in this lesson.

Correcting Match Exceptions

Cardinal Procurement Users Only

All match exceptions on a voucher must be corrected before the voucher can be paid. The steps for correcting a match exception vary greatly depending on the type of exception.

After a match exception is corrected, the voucher will go through match processing again until all match exceptions on the voucher are corrected and it passes matching.

When a match exception is acceptable and the voucher should be paid anyway, a **match override** can be entered. This allows the voucher to continue processing despite the match exception.

Match overrides can only be performed by the Match Exceptions Manager.

Reviewing Match Exceptions

Cardinal Procurement Users Only

After the matching process completes, match exceptions generated by the process can be reviewed. There are two options for reviewing match exceptions:

- The Match Exceptions Report
- The Match Workbench page

Both of these options list all match exceptions for the selected search parameters.

Match Exception Report

Cardinal Procurement Users Only

This page is a sample of the **Match Exception Report**, run by the Match Exceptions Manager. Navigate to this report using the following path:

Main Menu > Accounts Payable > Reports > Vouchers > Match Exceptions

ORACLE Report ID: APY1090

PeopleSoft Accounts Payable
MATCH EXCEPTION REPORT

Page No. 1
Run Date 6/7/2016
Run Time 3:15:03 PM

VOUCHER DATA						PURCHASE ORDER DATA							RECEIVER DATA					MATCH ERROR INFORMATION		
Unit	Voucher	Line	Vchr Qty	Vchr Price	Vchr Amt	Unit	PO ID	Line	Sched	PO Qty	PO Price	PO Amt	Unit	Recv ID	Seq	Line	RcptQty	Status	Match Control Id	Match Rule
50100	00569676	1	28.13	70.00	1,968.75	50100	0001124390	1	1	3,000.00	70.00000	210,000.00000	50100	0001843304	1	1	56.25	E	STANDARD	RULE_R950
Vouchers with Match Exceptions for Buyer PAGE.DODSON 1																				
50100	00567217	1	1.00	25,255.00	25,255.00	50100	0001130695	1	1	1.00	25,255.0000	25,255.00000	50100	0001839163	1	1	1.00	E	STANDARD	RULE_H100
Vouchers with Match Exceptions for Buyer PAIGE.RUSH 1																				
50100	00569135	2	1.00	1,126.08	1,126.08	50100	0001104288	1	1	1.00	3,000,000.0	3,000,000.00000					0.00	E	STANDARD	RULE_H100
50100	00569144	2	1.00	914.73	914.73	50100	0001104288	1	1	1.00	3,000,000.0	3,000,000.00000					0.00	E	STANDARD	RULE_H100
50100	00569152	2	1.00	14,174.36	14,174.36	50100	0001104288	1	1	1.00	3,000,000.0	3,000,000.00000					0.00	E	STANDARD	RULE_H100
Vouchers with Match Exceptions for Buyer WILLIAM.HUDSON 3																				
Total Vouchers with Match Exceptions 5																				

Match Workbench

Cardinal Procurement Users Only

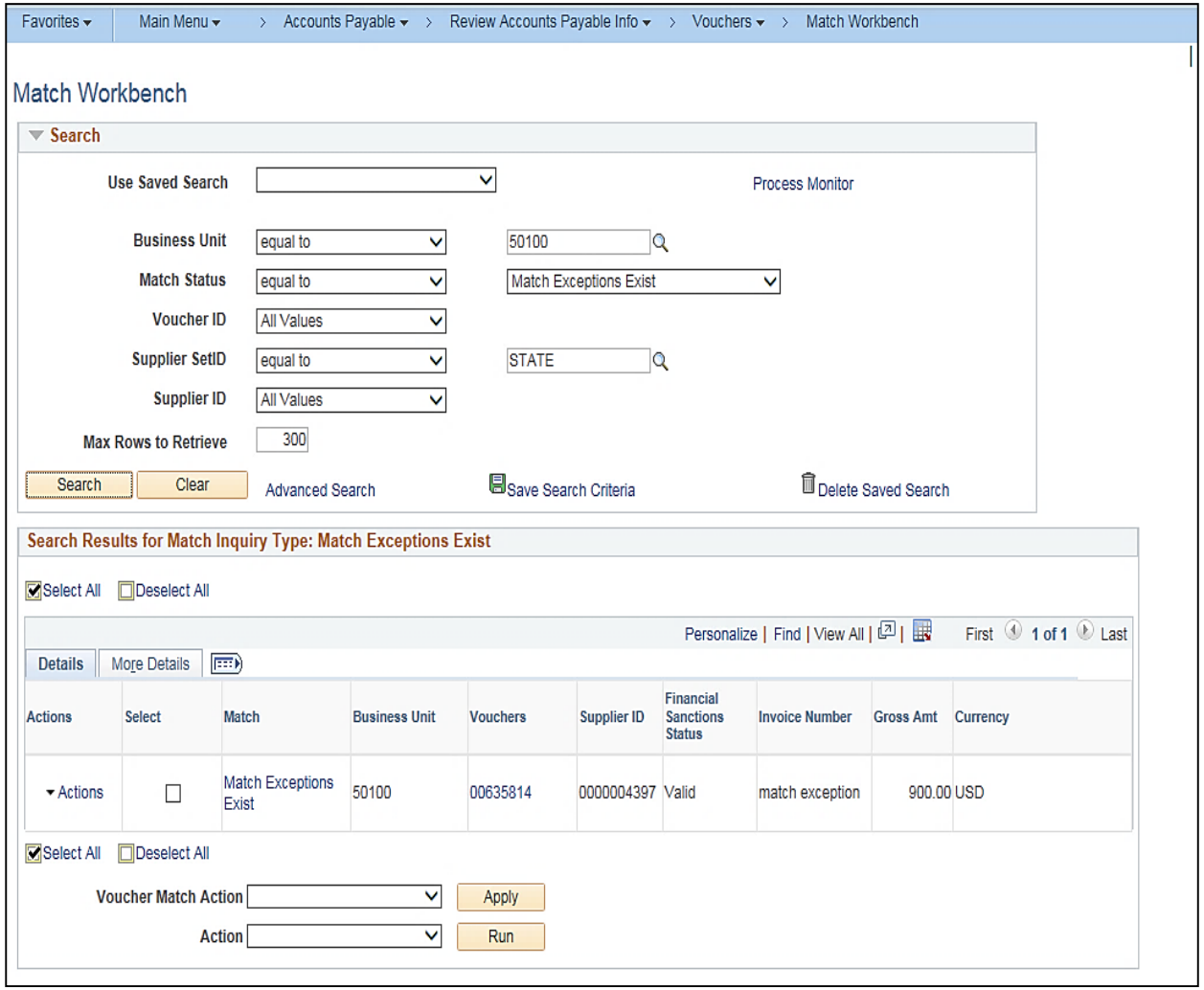
The **Match Workbench** is an online page that lists match exceptions, and provides a wider range of search options than the Match Exceptions Report.

From this page more specific details about the match exception(s) for a voucher, as well as to the voucher, PO, and/or receipt Can be found.

The Match Exceptions Manager can override match exceptions on the **Match Workbench** page.

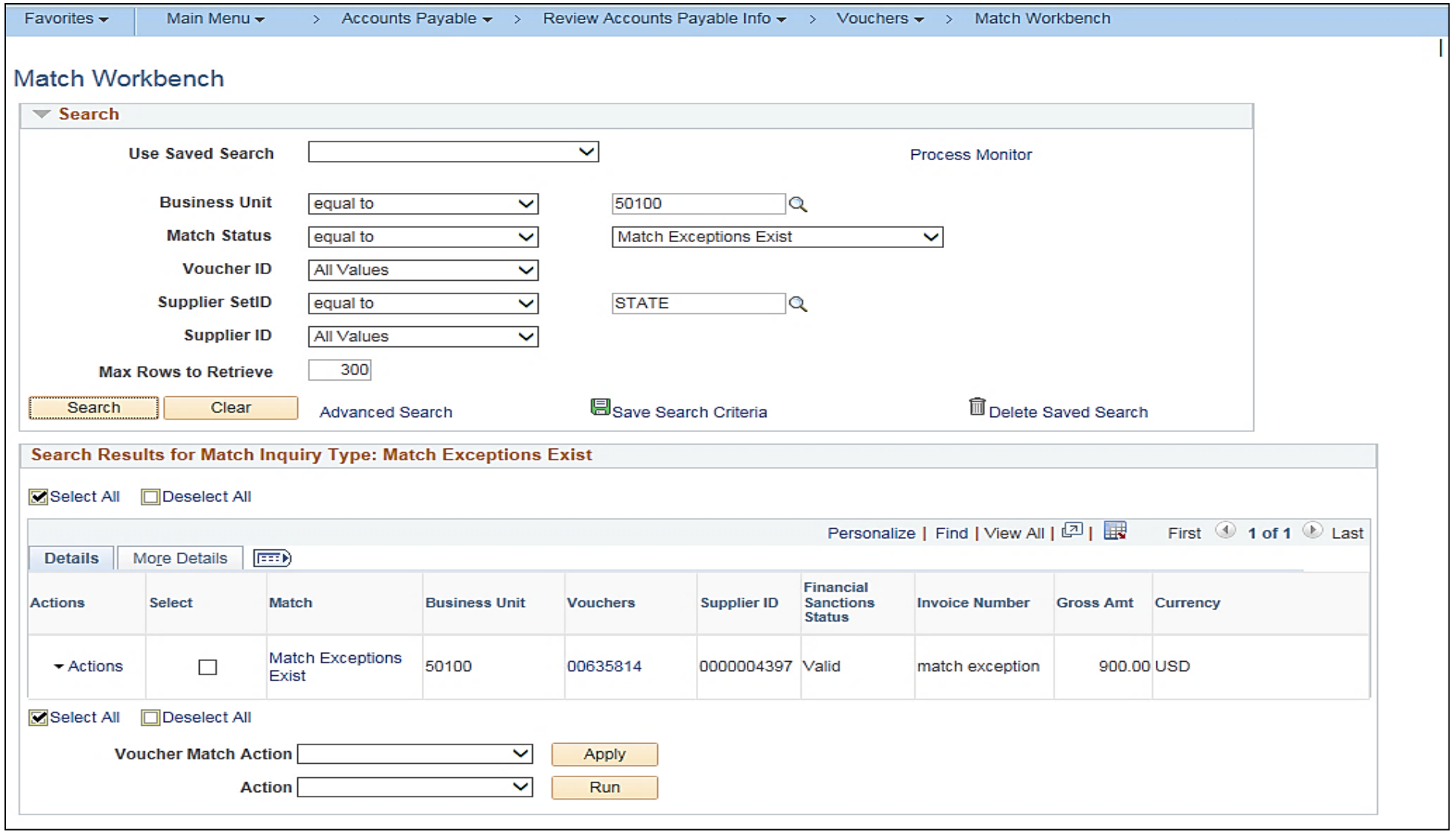
Navigate to this page using the following path:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Match Workbench



Match Workbench (continued)

Cardinal Procurement Users Only



Correcting Match Exceptions

Cardinal Procurement Users Only

All match exceptions must be corrected in order for the voucher to be paid.

For more detailed information about match exceptions, see the job aid entitled **501 PO/Voucher Match Exceptions and Resolutions** located on the Cardinal website in **Job Aids** under **Training**.

See sample below:

MATCH_RULE_ID	Short Description	Long Description	Solution
710	Vendor's Financial Sanctions Status	Check w hether Vendor is on a Financial Sanctions Listing.	This exception is triggered if the vendor has a financial sanctions status of Blocked or Review . Contact the Vendor Maintenance Specialist group to have the exception addressed.
RULE_E100	Extended Price Tolerance	The voucher extended price exceeds the purchase order extended price plus or minus (+/-) the extended price tolerance, and the tolerance is not equal to (<>) 0.	If unit price or quantity discrepancy, contact Buyer to determine resolution of discrepancy. If PO or receiver is incorrect, Buyer needs to have correction made. If PO and receiver are correct, adjust voucher to match PO and receipt, and contact vendor for corrected invoice.

Entering Adjustment Vouchers

An adjustment voucher is associated with the original voucher, and is created for the amount of the adjustment. Adjustment vouchers go through the same processes as regular vouchers (edit and budget checking, approval, posting).

Adjustment vouchers are used to adjust existing posted vouchers. For example, a credit memo is received from a supplier to adjust a previously issued invoice and the voucher for the original invoice has already been processed and posted but not paid.

When pay cycle runs, it will combine the original voucher and adjustment voucher amounts, and pay the net amount.

For more detailed information about adjustment vouchers, see the job aid entitled **SW AP312: Entering Adjustment Vouchers** located on the Cardinal website in **Job Aids** under **Training**.

Template Voucher Overview

You can create a template voucher to use as a model for other vouchers. The template voucher itself cannot be processed as an actual voucher. Instead, it is used as the basis for actual vouchers.

Template vouchers can be useful when vouchers with similar data are entered often the data defined depends on template needs. For example, if you use similar vouchers to pay a supplier for a repeatedly purchased product where only the quantity and amount differ, you can create a template voucher with repeated field values saved.

The template voucher process is a three-step process:

- Create the template voucher. (This is a one-time process.)
- Copy the template voucher into a regular voucher any time the template is used.
- Update the fields in the voucher so the voucher is complete and save.

For more detailed information about the template voucher process, see the job aid entitled **SW AP312: Creating Template Voucher** located on the Cardinal website in **Job Aids** under **Training**.

Voucher Deletion and Denied Vouchers

Vouchers are edit and budget checked before routing for approval.

Successful budget checking reserves the amount of the voucher in the budget(s) for the voucher's accounting entry or entries.

A voucher approver can deny a voucher submitted for approval. When a voucher is denied, the approver must enter comments to explain the denial. The voucher is then sent back to the originator to correct or delete. If the originator corrects the voucher, it is re-routed through edit check, budget check, and approval again.

When a voucher is denied, the Voucher Processor who entered the voucher receives an e-mail notification of the denial.

If the denied voucher will not be updated and resubmitted for approval, it should be deleted promptly to restore the budget amounts.

When an interfaced voucher is denied, there is no e-mail notification sent to the agency. Voucher status displays on the **Summary** page in the **Approval Status** field. Interfacing agencies should check voucher status on a regular basis. The interfacing agency can update the voucher online as requested by the approver, or delete the voucher if not needed.

Deleting Vouchers

There may be other reasons to delete vouchers – for example, if a voucher is entered in error or if entry errors were made.

Deleting a voucher marks it as deleted in the database. In addition to denied vouchers, only vouchers that have **never** been posted, selected for payment, or paid can be deleted.

Deleting a voucher restores the budget.

For more detailed information about deleting vouchers, see the job aid entitled **SW AP312: Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Training**.

Voucher Unposting

Vouchers that were posted by the Voucher Posting process to the Accounts Payable voucher accounting line table may be unposted in some circumstances. (Vouchers that have been paid cannot be unposted.)

To unpost a posted voucher if corrections need to be made. Unposted vouchers cannot be deleted. When a voucher is unposted, it must be updated that same day. The post process runs at night and if no changes are made, it will repost the voucher with the original ChartField distribution.

Unpost a posted voucher when it has not been:

- Selected for payment (by the payment processes)
- Paid

The unposting process creates reversal entries in the accounting line table where the voucher was originally posted.

For more detailed information about voucher unposting, see the job aid entitled **SW AP312: Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Training**.

Closing Voucher

Closing a voucher is used when you want the remaining liability to be written off the supplier balance and the voucher to be considered complete. Closing a voucher prevents it from being processed.

To close a voucher it must be posted, but not paid or selected for payment. Cardinal automatically removes the associated liability and restores the associated budget amount at voucher closure.

Saving a voucher marked for closure is irreversible (it can not be undone). The voucher is closed once the Post Voucher process runs in batch overnight. Cardinal automatically removes the associated liability and restores the associated budget amount.

For more detailed information about closing a voucher, see the job aid entitled **SW AP312: Unposting, Deleting, and Closing a Voucher** located on the Cardinal website in **Job Aids** under **Training**.

Cancelling a Payment

As an agency, there are times when stopping or canceling payments is needed for various reasons. To correctly stop or cancel a payment, the agency must coordinate with Treasury and Department of Accounts.

For more detailed information about canceling a payment, see the job aid entitled **SW AP312: Cancelling a Payment – Disbursing Agency** located on the Cardinal website in **Job Aids** under **Training**.

Lesson 3: Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question and make note of your answer below.

1. Why is the Budget Pre-Check process not a substitute for the batch budget checking process?

2. Commitment Control is located in which functional area?

3. Does budget checking occur before or after approval? Why?

Lesson 3: Checkpoint (continued)

4. What happens during the voucher posting process?

5. For what type of payment offsets is Accounts Payable responsible? What type does the Department of Taxation handle?

6. What page and which field is updated if the due date on a voucher needs to be changed?

Lesson 3: Checkpoint (continued)

7. List some different types of errors that can occur in a voucher and how to find and correct them.

8. Why is it necessary to delete denied vouchers?

9. How do you learn that a voucher is denied?

Lesson 3: Checkpoint (continued)

10. Denying a voucher restores the budget?

    True or False

11. Can unposted vouchers be changed? Deleted?

Lesson 3: Summary

3 Managing and Processing Vouchers

In this lesson, you learned:

- Describe the steps in voucher processing
- Create payment offsets for lien, levy, garnishment, etc.
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Enter adjustment vouchers
- Describe the purpose of template vouchers
- Delete vouchers
- Unpost vouchers
- Close vouchers

Course Summary

AP312 Voucher Processing

In this course, you learned:

- Describe key voucher processing concepts
- Describe the overall voucher process
- Create a voucher
- Review the steps in regular voucher processing
- Review the process for interfaced vouchers
- Discuss the process for Agency to Agency Transactions (ATAs)
- Discuss the process for payment offsets
- Describe how payment information can be updated on a voucher
- Review and correct voucher processing errors
- Discuss the process for entering adjustment vouchers
- Describe the purpose of template vouchers
- Review deleting, unposting, and closing vouchers

Course Evaluation

Congratulations! You successfully completed the **SW AP312: Voucher Processing** course.

Your instructor will provide instructions on how to access the evaluation survey for this course.

Appendix

- Key Terms
- Allowed Extensions on Attachments in Cardinal
- Diagrams and Screenshots
- Flowchart Key

Key Terms

Adjustment Vouchers: Vouchers used to adjust a previously-created voucher. For example, a credit memo received from a supplier would be entered as an adjustment voucher.

Agency to Agency Transaction (ATA): In Cardinal ATAs are handled with three separate processes depending on the type. Transfer of funds will be handled in the General Ledger. Inter-agency payments will be handled in Accounts Payable. Inter-agency deposits will be handled in Accounts Receivable.

Budget Checking: The process of comparing transactions to budget ledgers to ensure that amounts do not exceed the controlling budget. Transactions may pass, fail, or pass with a warning. The budget check process is run via a batch process. Once a valid budget check status is achieved, the budget balances are updated.

Commonwealth Vendor Group (CVG): The central group that enters and maintains suppliers in Cardinal. Agencies will fill out the Vendor Maintenance Request form to request additions or updates to suppliers.

Comptroller's Debt Setoff (CDS): The Department of Taxation is responsible for offsetting part of the supplier payment for amounts owed to a state agency. Taxation maintains CDS offsets and sends Cardinal updates with the adjusted payment amounts.

Distribution Line: Each invoice line includes at least one distribution line. Distribution lines include the ChartField and accounting values for the line. If the line's cost is split among different ChartField and accounting value combinations, there are multiple distribution lines.

Electronic Data Interchange (EDI): The electronic exchange of invoicing and payment data between Cardinal and the supplier.

Key Terms (continued)

Electronic Federal Tax Payment System (EFTPS): A payment process used to make certain types of payments to the IRS.

Electronic Funds Transfer (EFT): A system of transferring money from one bank account directly to another without any paper money changing hands.

ePayables: Supplier payments made via a virtual charge card. Bank of America processes the payments and the Commonwealth receives a rebate for using the card system.

Fiscal Suppliers: Non-procurement suppliers are suppliers who are not in eVA and are entered directly in Cardinal.

Invoice Lines: Additional information about items included in the voucher. Payment vouchers generally contain item, description, quantity

Matching: The process where a voucher is compared to its corresponding PO, receipt, and/or inspection record to ensure that the quantities and unit prices are consistent. If the comparison fails, the system creates a Match Exception, which must be corrected before the voucher can be paid. Matching is controlled by a series of Match Rules, which may include Tolerances to allow minor inconsistencies. Matching includes Two-Way Matching, where the voucher and PO are compared; Three-Way Matching, where the voucher, PO and receipt are compared.

One Time Supplier: A payee that requires a single refund payment. One Time suppliers must be established in the Cardinal Supplier table but are inactivated after the voucher is processed.

Key Terms (continued)

Pay Terms: Used to calculate the payment due date. In Cardinal, there are three pay terms: 00 – Due Now, 00PP – Due Now Prompt Pay Eligible, and 30 (Net 30) – Prompt Pay – payment must be processed based on prompt pay guidelines.

Payment Offset: A situation in which the agency is responsible for sending part of the supplier payment to a third party (i.e., "offsetting" the payment). Examples of payment offsets include lien, levy, garnishment, etc. or similar circumstances where the agency is responsible for paying a third party the offset amount. In these cases, the offset must be manually created in Accounts Payable and tracked in an offline system.

PO (Purchase Order) Vouchers: Vouchers associated with other documents including a receipt and/or purchase order (PO), and must be matched with the associated document(s) as required.

Pre-Budget Checking: An available action used to verify whether funds are available for a voucher. However, this action is not an actual budget check and does not deduct the voucher amount from the budget. Once the voucher is saved and passes online edits, it is available for budget checking.

Procurement Supplier: All procurement suppliers are interfaced from eVA to Cardinal.

Remittance Advice: In PeopleSoft Payables, the remittance advice is attached to the check and provides details of the check payment. The remittance advice includes voucher IDs, invoice IDs, payment messages, and amounts.

Key Terms (continued)

Procurement Supplier: All procurement suppliers are interfaced from eVA to Cardinal.

Remittance Advice: In PeopleSoft Payables, the remittance advice is attached to the check and provides details of the check payment. The remittance advice includes voucher IDs, invoice IDs, payment messages, and amounts.

Scheduled Due Date: The date that a voucher is due for payment. This date is usually calculated automatically by Cardinal to conform to the Commonwealth's Prompt Payment Statutes unless different terms are specified on the PO. Payment terms can be manually changed if required.

Note: All PO vouchers require online receiving, except for SiteManager and professional services vouchers.

Template Vouchers: Commonly used voucher formats that are created and saved for use as templates. A template voucher is created similarly to an ordinary voucher, but after it is saved, it becomes a template rather than an actual voucher, and it can be retrieved for use as a starting point for an actual voucher.

Key Terms (continued)

Voucher: A record in Cardinal that represents an invoice from a supplier submitted for payment. Vouchers may be created online using the supplier's invoice as a resource or created electronically (by uploading external files, for example).

Voucher Approval: The process of approving a voucher for payment through Cardinal Workflow. Multiple approvals may be required in some cases. Voucher processers should not approve the vouchers they entered. No payments may be made for a voucher unless it is approved.

Voucher Delete: A process that marks a voucher as deleted, so it can no longer be accessed or processed. Vouchers may only be deleted if they are un-posted and are not associated with existing adjustment vouchers.

Voucher Header: The part of the voucher that includes information common to all items on the voucher, such as supplier information and total amounts. There is one voucher header per voucher.

Voucher Posting: The process that creates accounting entries in an Accounts Payable table. Voucher posting occurs as a batch process after a voucher is approved and budget-checked, but before it is paid. Vouchers may be unposted for correction if they have not been paid yet.

Voucher Style: The general purpose of a voucher, such as regular voucher, template, or adjustment voucher.

Withholding: Cardinal's term for 1099 processing. This term is used because the 1099 processes may involve withholding amounts from supplier payments. Suppliers subject to this are called either withholding suppliers or 1099 suppliers.

Workflow: A tool in Cardinal that routes a transaction electronically for approval via a worklist.

Allowed Extensions on Attachments in Cardinal

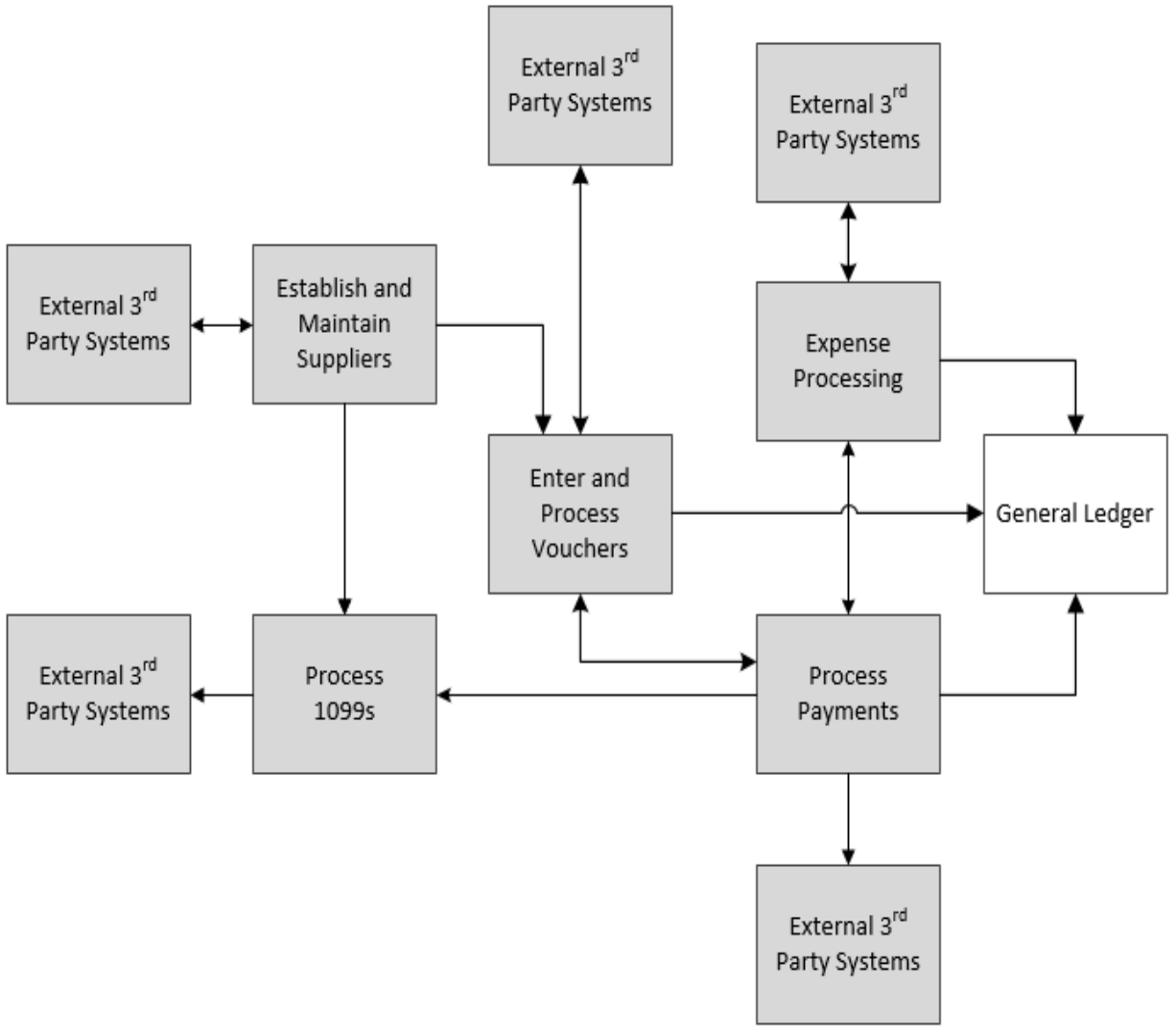
The following is a list of file extensions that are allowed on attachments uploaded to Cardinal. You should only attach key supporting documents that either enhance the electronic Cardinal transaction approval process or are instrumental as part of the transaction history. The Cardinal system should not be relied upon to maintain agency documentation and should not be considered the official retention source of the agency. Supporting documents, as required by all applicable regulatory/governing bodies, should be maintained by the agency apart from the Cardinal attachment functionality.

Allowed Extensions on Attachments in Cardinal		
.BMP	.CSV	.DOC
.DOCX	.JPE	.JPEG
.JPG	.MSG	.PDF
.PNG	.PST	.RTF
.TIF	.TIFF	.TXT
.XLS	.XLSX	.XML

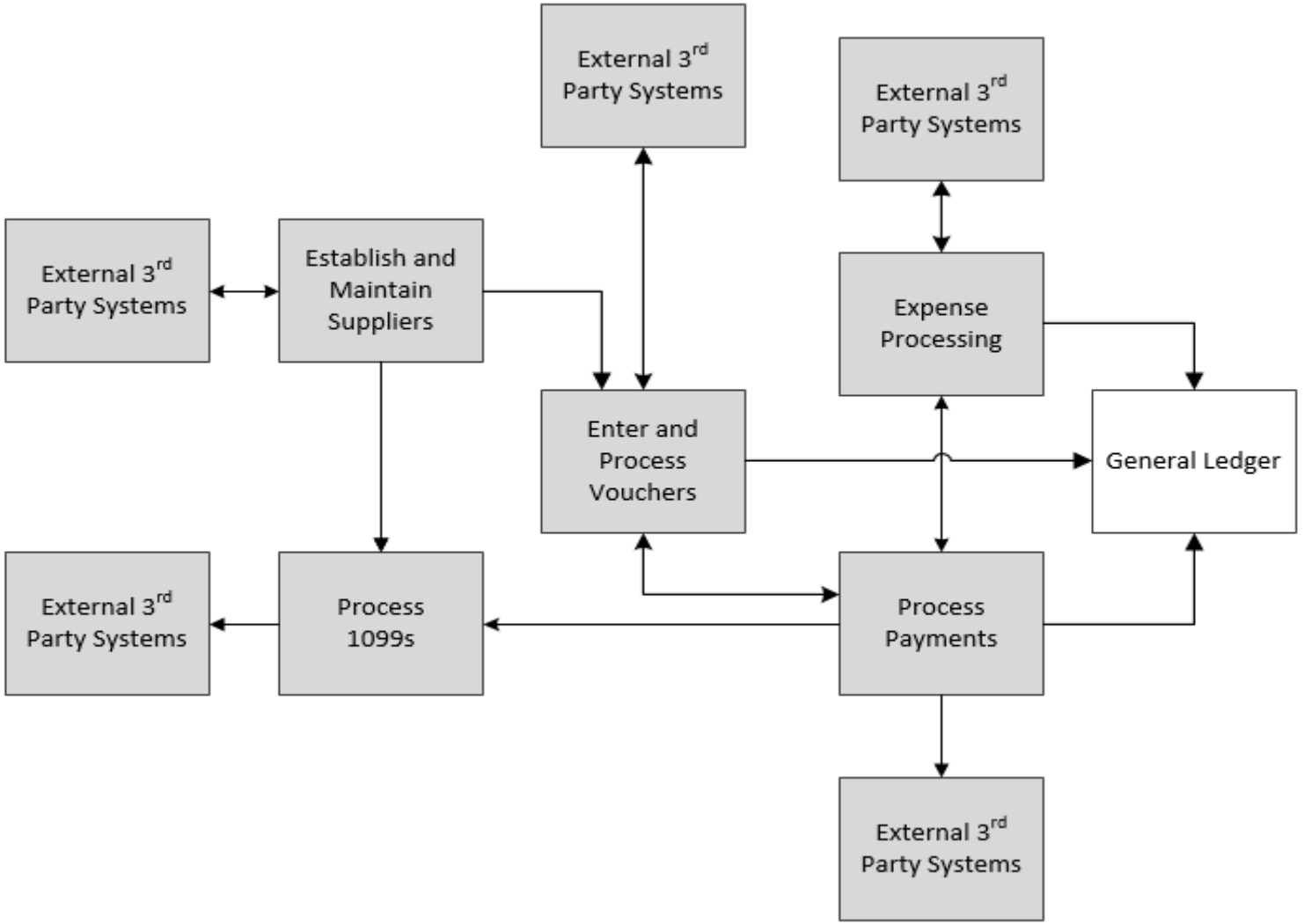
Integration with General Ledger

Voucher processing creates accounting entries in an Accounts Payable table that the Journal Generator uses to create journals in General Ledger.

Accounts Payable uses the budget checking feature of Commitment Control in General Ledger to ensure that vouchers conform to budget constraints.



Integration with General Ledger (continued)



Interfaces with External Systems

Accounts Payable voucher processing also interfaces daily with several systems that are external to Cardinal:

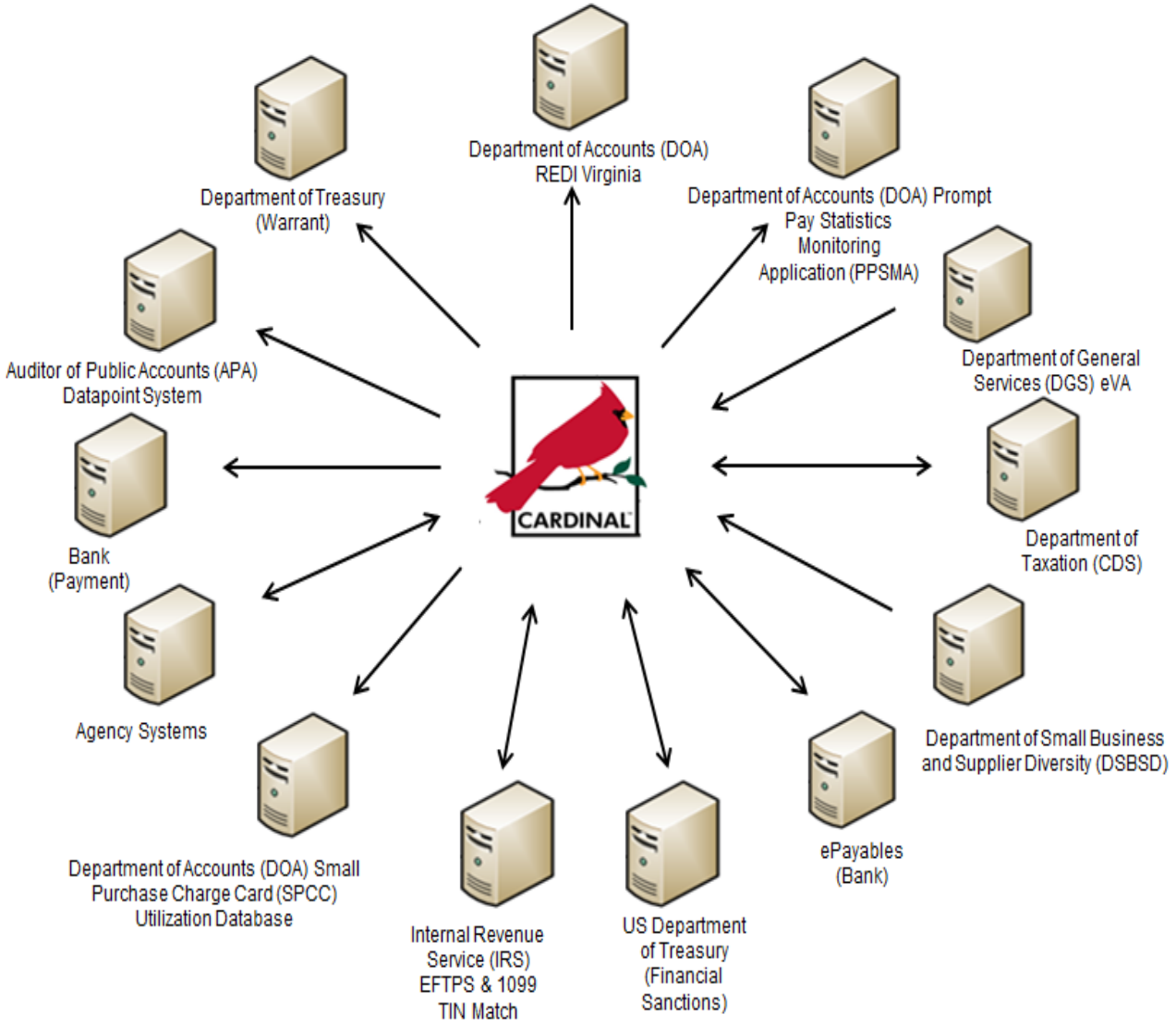
Department of Accounts (DOA) Small Purchase Charge Card (SPCC) Utilization Database - Payment data

Agency Systems - Voucher data

Bank - Positive pay files and Electronic Data Interchange (EDI) information

Auditor of Public Accounts (APA) Datapoint System - Payment Information

Department of Treasury - Information on checks that require printing, disbursement files for reconciliation, and due diligence



Interfaces with External Systems (continued)

Remittance EDI (REDI) Virginia: Remittance Information

Prompt Pay Statistics Monitoring Application (PPSMA)- Prompt pay files

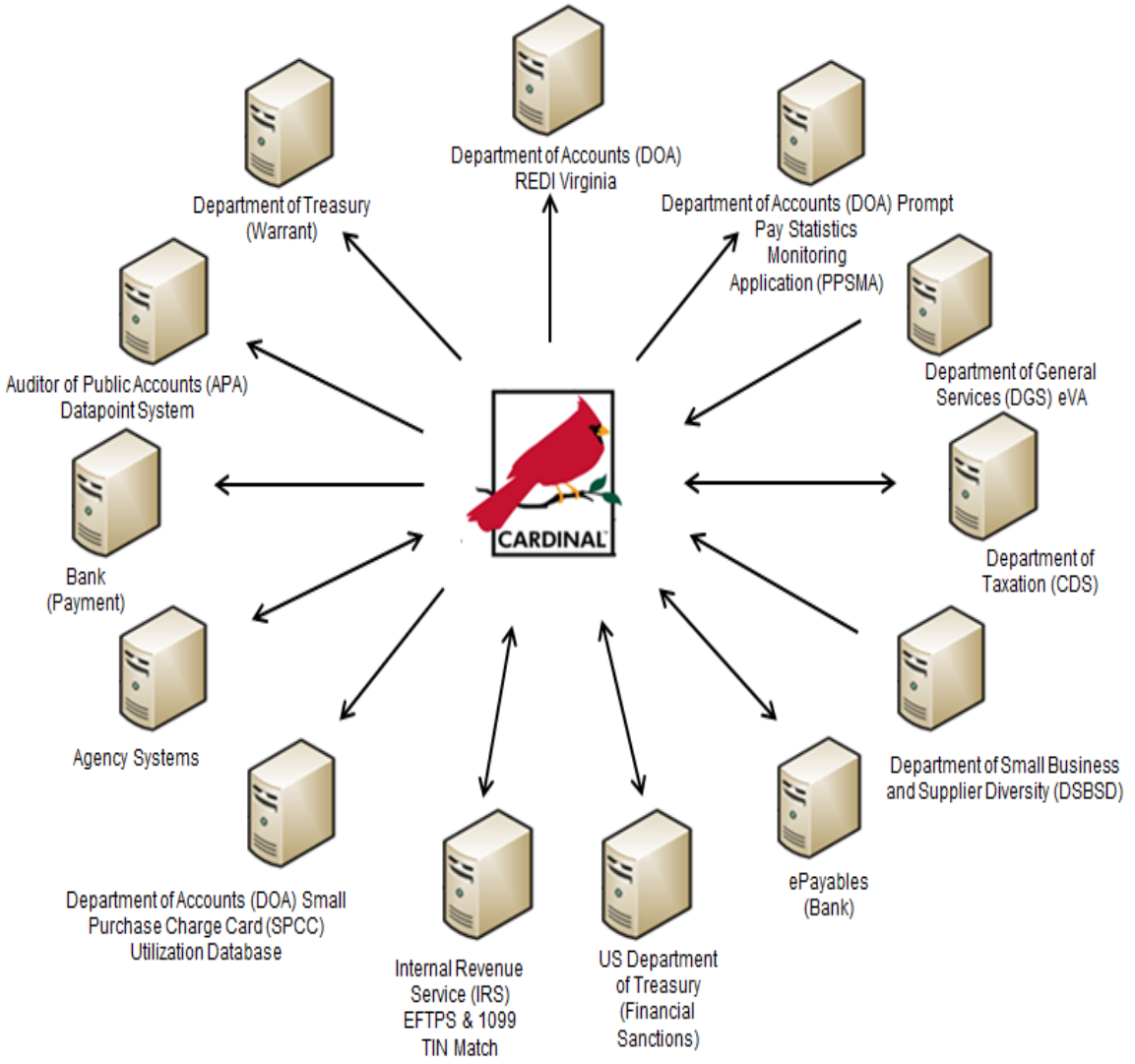
Department of General Services eVA - Procurement supplier information

Department of Taxation -

- Sends payment information for CDS Processing
- Receives information about CDS Offset

Department of Small Business and Supplier Diversity (DSBSD) -

- Sends Small, Women, And Minority (SWAM) payment data extract
- Receives supplier certification data



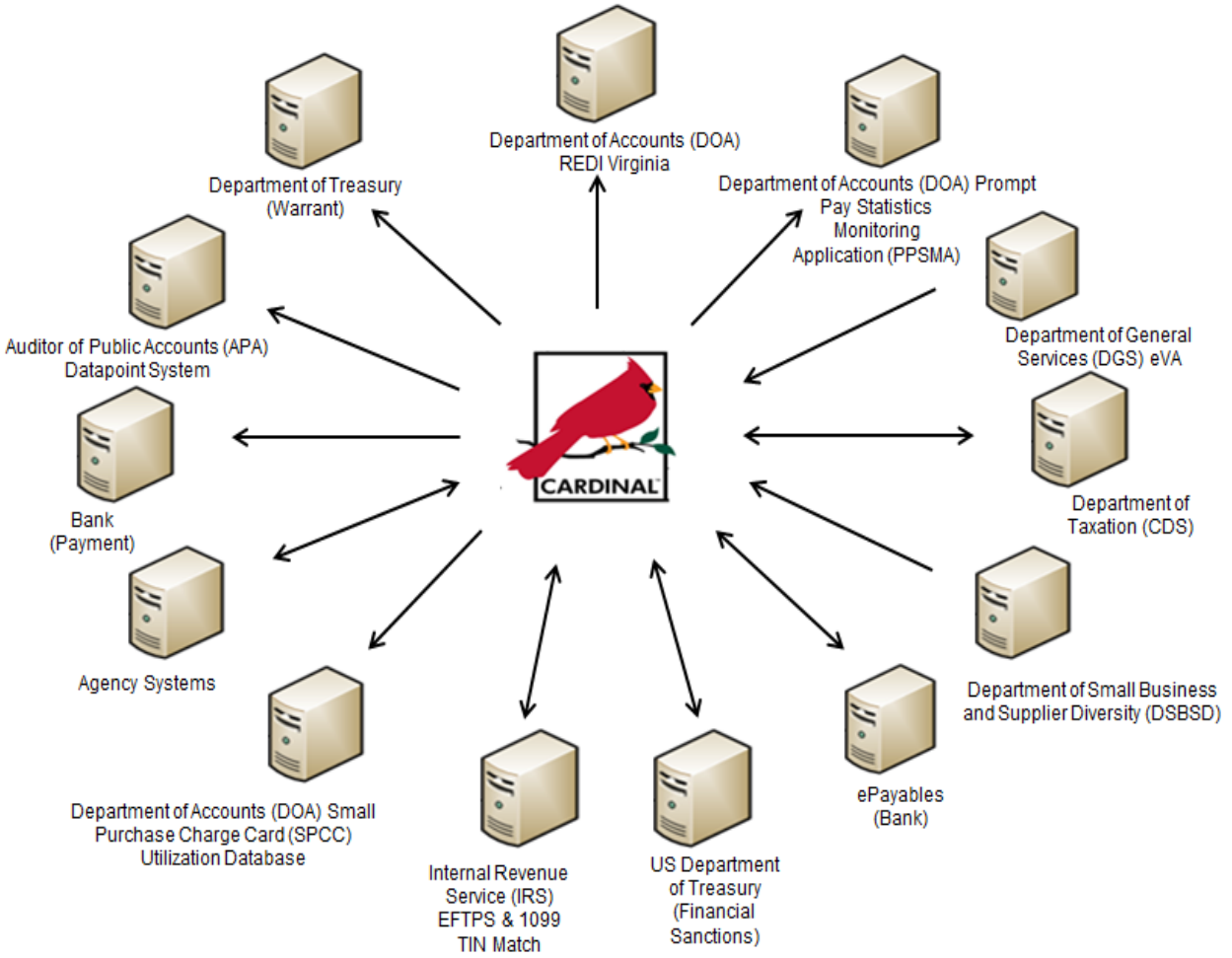
Interfaces with External Systems (continued)

ePayables -

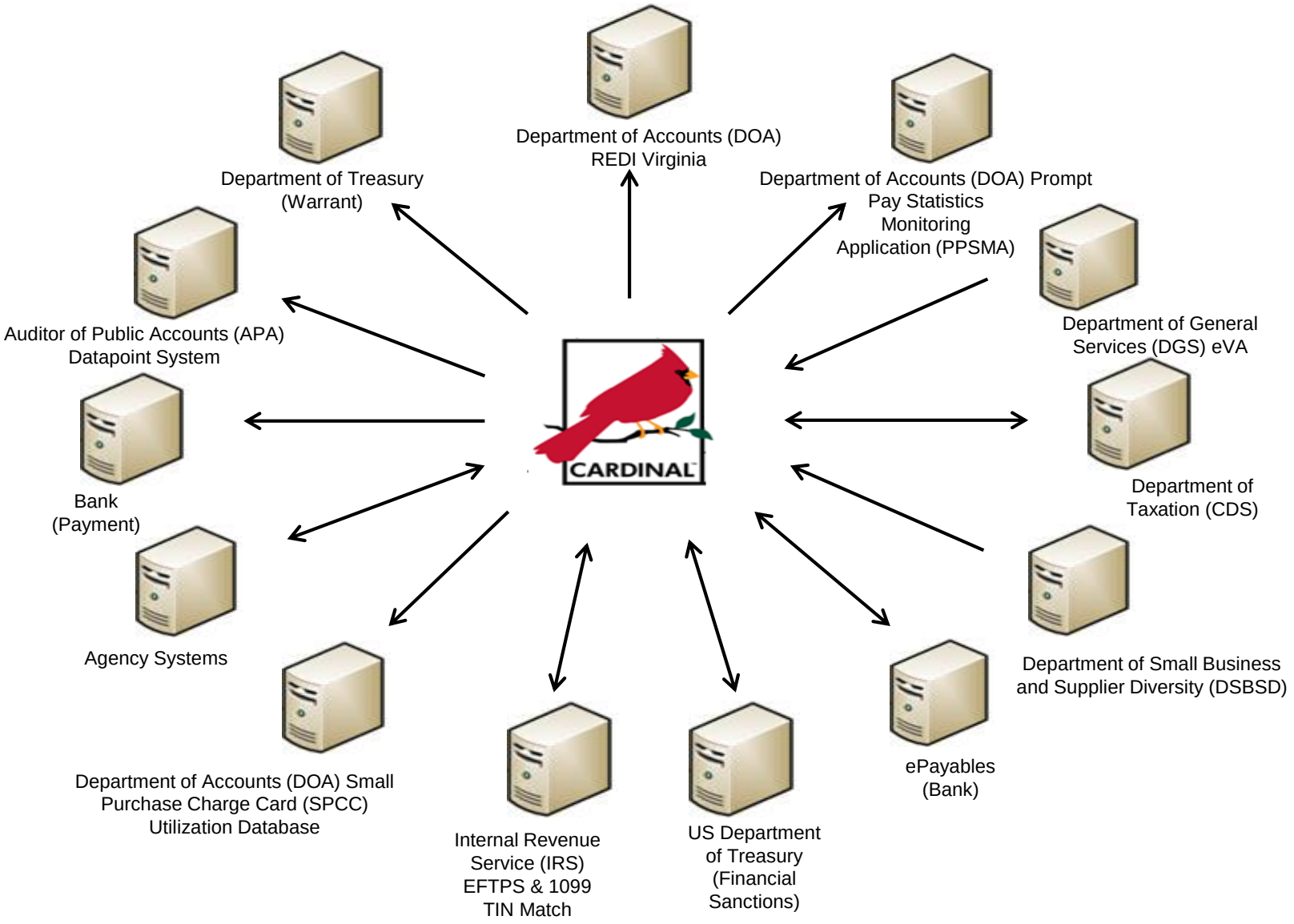
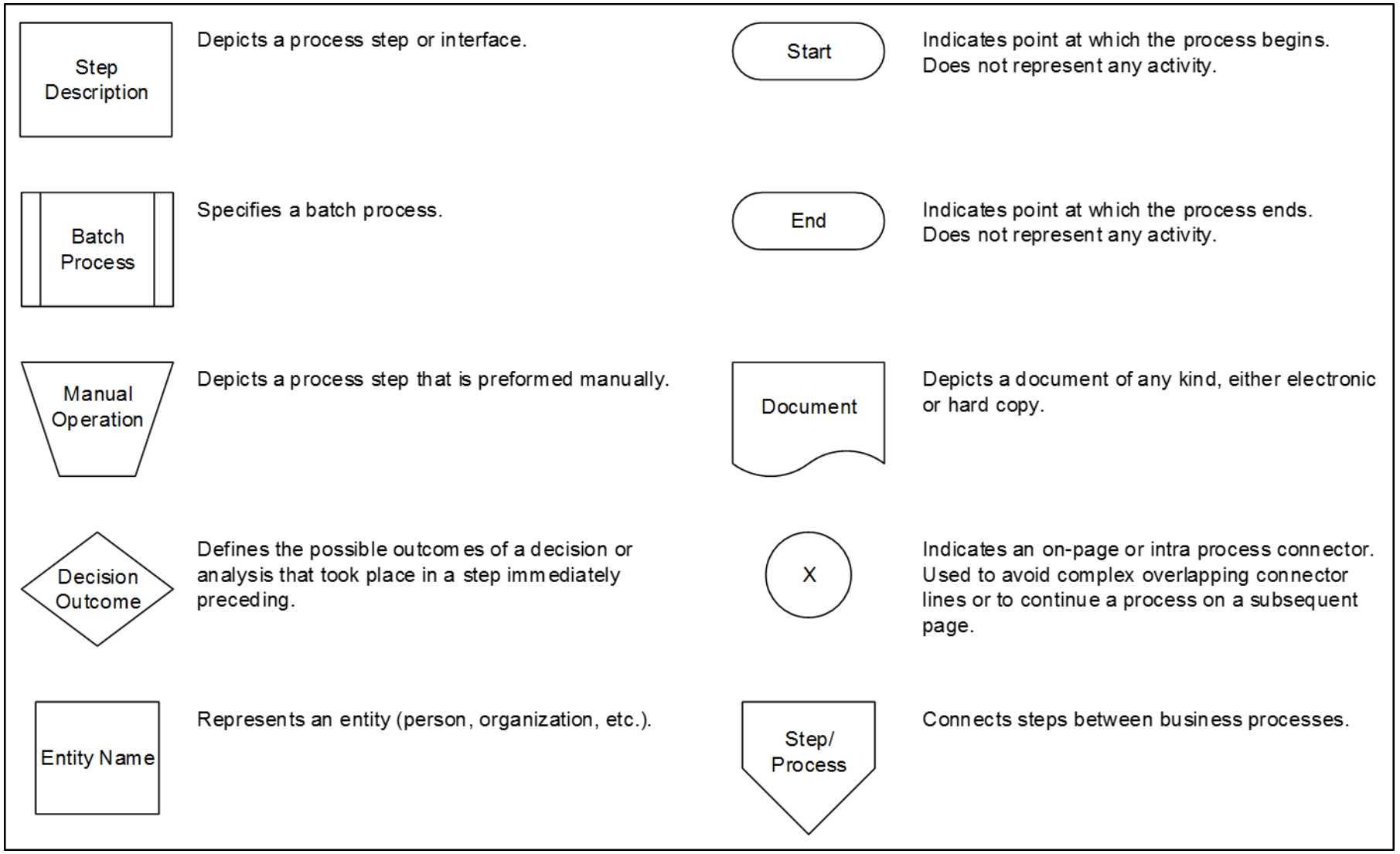
- Supplier payments made to a virtual charge card.
- Bank of America (BOA) manages all ePayables payments to virtual charge card

Internal Revenue Service (IRS) -

- Sends TIN comparison requests to validate supplier information
- Sends 1099 reporting data
- Receives TIN comparison results
- Sends Electronic Federal Tax Payment System (EFTPS) extract



Interfaces with External Systems (continued)



Flowchart Key